

TYPE: Board Meeting

DATE: 1/13/2025 **TIME:** 7:00 PM

LOCATION: High School Library

DETAILS:

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance Info

3. EDUCATIONAL PRESENTATIONS AND UPDATES

1. Assessment and Support Proposals Info

4. MINUTES

1. Approval of December 9, 2024 Meeting Minutes Action
2. Approval of January 6, 2025 Special Meeting Minutes Action

5. SPECIAL EDUCATION

1. Approval of CSE recommendations from the following meeting dates: 12/3, 12/4, 12/5, 12/9, 12/11, 12/12, 12/13, 12/16, 12/17 and CPSE 12/12 & 12/18. Action

6. FINANCIALS

1. Audited and Paid Claims 0093-0102 Action
2. Budget Status Report as of November 30, 2024 Action
3. Revenue Status Report as of November 30, 2024 Action
4. Trial Balances through November 30, 2024 Action
5. Monthly Treasurers Reports - November 2024 Action

7. SUPERINTENDENT'S REPORT

1. Approval of MOA with the Westhampton Beach Teachers' Association Action
2. Approval of MOA with the Food Service Workers Association Action
3. Adoption of 2025-2026 Budget Calendar Action
4. Approval of Change Order No. R-1 GTS Construction Corp Action
5. Approval of Change Order No. W-1 Arrow Steel Window Corp. Action
6. Approval of Change Order No. W-2 Arrow Steel Window Corp. Action
7. Approval of Change Order No. Elev-1 ACL Construction Corp. Action
8. Approval of Change Order No. Elev-2 ACL Construction Corp. Action
9. Approval of Teacher Center Instructor Contract Action
10. Field Trip Request/UCA HS Nationals, Orlando, FL, February 6-11, 2025 Action
11. Field Trip Request/NAFME All Eastern Conference, Hartford CT, April 24-27, 2025 Action

8. PERSONNEL

1. Resignation/MS Teacher Aide Action
2. Appointment/HS Custodial Worker I Action

- | | | |
|----|--|--------|
| 3. | Appointment/Coaching Recommendation | Action |
| 4. | Appointment/ES Winter Recreation Staff | Action |
| 5. | Appointment/ES Art Leave Replacement Teacher | Action |
| 6. | Appointment/Coaching Recommendation | Action |

9. PUBLIC PARTICIPATION

- | | | |
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| 1. | Note: The audience is asked to kindly present all comments at this time. If the chairman deems it wise, participation may be limited to one (1) five minute presentation. | Info |
|----|---|------|

10. REPORTS

- | | | |
|----|----------|------|
| 1. | Postings | Info |
|----|----------|------|

11. OLD BUSINESS

12. NEW BUSINESS

- | | | |
|----|---|--------|
| 1. | Approval to abolish policy - 0110-R, Sexual Harassment Regulation | Action |
| 2. | Approval of revised policy exhibit - 0110-E, Sexual Harassment Complaint Form | Action |
| 3. | Approval of revised policy - 1120, School District Records | Action |
| 4. | Approval of revised policy - 2450, Policy Dissemination | Action |
| 5. | Approval of revised policy - 2460, Policy Review and Evaluation | Action |
| 6. | Approval of revised policy - 2461, Policy Manual Accuracy Check | Action |

13. EXECUTIVE SESSION

14. ADJOURNMENT

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
340 Mill Road
Westhampton Beach, NY 11978



Minutes of Regular Board of Education Meeting
High School School Library
Monday, December 9, 2024 (6:00 PM)

Board of Education members present: Ms. Elizabeth T. Lanni-Hewitt, Ms. Heather A. Wright, Ms. Dawn Arrasate, Mr. Daniel A. Bennett, Mr. Ryan M. Fay, Ms. Jennifer Neumaier, Mr. Halsey C. Stevens.

Also present: Carolyn J. Probst, Superintendent of Schools; Lisa Rheaume, District Clerk; Jacqueline I. Pirro, Assistant Superintendent for Business; and 12 attendees.

The meeting was called to order by Ms. Lanni-Hewitt, President at 6:00 p.m.

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Ms. Wright, the Board of Education convened into Executive Session at 6:03 p.m. to discuss ongoing negotiations.

Vote: Yes 5 No 0

Ms. Arrasate and Mr. Bennett arrived at 6:15 p.m.

On motion of Mr. Stevens, second by Ms. Wright, the Board of Education to reconvene from Executive Session at 6:55 p.m.

Vote: Yes 7 No 0

The pledge was conducted.

EDUCATIONAL PRESENTATIONS
GREAT HURRICANE AWARD

The Great Hurricane Award is a way for the board to honor staff members who go above and beyond everyday for our district. The first recipient of this award is Jake Sweet, head custodian at the Elementary School. A video presentation was shown with sentiments for Mr. Sweet from staff members and students. Ms. Lanni-Hewitt presented Mr. Sweet with a plaque.

REGIONALIZATION

Dr. Probst explained that the New York State Education Department defined Regionalization as a systematic approach to continually improve schools and districts essential for supporting successful outcomes for our students. Regional planning is a mechanism for achieving this goal. This collaborative approach provides a strategic solution increasing education opportunities for students and responding to pressing academic and operational issues in an evolving educational demographic and fiscal landscape. In September, districts in New York State were directed by the New York State Education Department that they would participate in a regionalization planning process that would involve completing a strength and needs tools survey and then ultimately

participate in developing regionalization plans to be overseen by each regional BOCES. The state education department has recently issued a memo stating that the regionalization initiative is voluntary and will be up to the discretion of each individual board of education to determine if the district will participate or not. More information about this initiative can be found at www.nysed.gov/regionalization.

The Board of Education had a discussion regarding the choice to participate in the survey and it was agreed that the board will not participate in the survey.

On motion of Mr. Stevens, second by Mr. Bennett, the following resolution, as submitted, to be and is hereby approved:

WHEREAS, at its December, 2024 meeting, the Board of Regents adopted the emergency regulations related to Regionalization Plans (Subpart 124-2) as final; and

WHEREAS, a new § 124-2.8 was added which provides, in part, that a “school district may elect not to participate in the development of a regionalization plan.”

BE IT RESOLVED, that pursuant to Regulations of the Commissioner of Education § 124-2.8, and upon the recommendation of the Superintendent of Schools, the District elects not to participate in the development of a regionalization plan; and

BE IT FURTHER RESOLVED, that the Superintendent is directed to submit written notice to the New York State Department of Education by January 15, 2025.

Vote: Yes 7 No 0

APPROVAL OF MINUTES

On motion of Mr. Stevens, second by Mr. Bennett, the minutes of the November 18, 2024 regular board meeting, to be and are hereby approved.

Vote: Yes 7 No 0

SPECIAL EDUCATION

On motion of Ms. Arrasate, second by Mr. Stevens, the recommendations and authorization of funds to implement the special education programs and services consistent with such recommendations of the Westhampton Beach UFSD CSE meetings of 10/28, 10/29, 10/31, 11/1, 11/4, 11/6, 11/7, 11/8, 11/12, 11/13, 11/14, 11/15, 11/21 and CPSE 10/30, 10/31 and 11/15, to be and hereby is approved.

Vote: Yes 7 No 0

FINANCIALS

On motion of Ms. Wright, second by Ms. Arrasate, the recommendation to approve audited and paid claims 0087-0092, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

On motion of Ms. Neumaier, second by Mr. Fay, the recommendation to approve budget status report as of October 31, 2024, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

On motion of Ms. Arrasate, second by Mr. Stevens, the recommendation to approve the budget transfer report November 2024, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

On motion of Mr. Stevens, second by Ms. Arrasate, the recommendation to approve the revenue status report as of October 31, 2024, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

On motion of Ms. Wright, second by Mr. Stevens, the recommendation to approve the trial balances through October 31, 2024, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

On motion of Ms. Arrasate, second by Mr. Stevens, the recommendation to approve the extraclass activities report for October 2024, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

On motion of Mr. Stevens, second by Ms. Neumaier, the recommendation to approve the monthly treasurer's reports for July, August, September and October of 2024, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

DONATION

On motion of Ms. Neumaier, second by Mr. Fay, the donation from the Elementary School PTA in the amount of \$10,000 to be split between the Greenhouse and STEM related activities, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

CHANGE ORDER

On motion of Mr. Stevens, second by Ms. Arrasate, the request to approve a change order for MRJ Industries, Ltd. with a deduction of \$4,963.35 from the original contract, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

DISPOSAL OF ASSETS

On motion of Mr. Stevens, second by Ms. Newmaier, the recommendation to dispose of the following unrepairable and outdated items as submitted, to be and is hereby accepted.

Asset #	Description	Model	Location
no tag	Shoulder Rotation Machine	Cybox	Buildings and Grounds
no tag	Decline Bench		Buildings and Grounds
no tag	Hack Squat Machine		Buildings and Grounds
no tag	Tricep Machine	Cybox	Buildings and Grounds
no tag	Chest Press	Cybox	Buildings and Grounds
000558	Smith Machine		Buildings and Grounds
000560	Squat Rack		Buildings and Grounds
no tag	Old Varsity Mats		Buildings and Grounds

Vote: Yes 7 No 0

SHARED TRANSPORTATION CONTRACT

On motion of Mr. Stevens, second by Ms. Arrasate, the recommendation to approve a shared transportation contract with the William Floyd UFSD for the purpose of providing transportation services to students attending the Annual NSBDA (New York State Band Directors' Association) Symposium on March 7-9, 2025, as submitted, to be and hereby is approved.

Vote: Yes 7 No 0

FIELD TRIP

On motion of Mr. Stevens, second by Mr. Fay, the recommendation to approve the field trip for two High School Music students to the New York State Band Directors Association (NYSBDA) for the High School Honor Band Symposium in Syracuse, NY on March 7-9, 2025, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

GREATER WESTHAMPTON HISTORICAL MUSEUM

On motion of Mr. Stevens, second by Mr. Bennett, the recommendation to approve a contract with the Greater Westhampton Historical Museum for the 2024-25 school year, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

CORRECTIVE ACTION PLAN

On motion of Mr. Stevens, second by Ms. Arrasate, the recommendation to approve the corrective action plan for the audit report for fiscal year ending June 30, 2024 prepared by external auditor, R.S. Abrams & Co., LLP., as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

BUDGET TRANSFER

On motion of Mr. Stevens, second by Mr. Fay, the following budget transfer request, as submitted, to be and is hereby approved.

	From		To		Amount
	Code Number	Code Title	Code Number	Code Title	
1.	2070-400-00-05	In-Service Training - Contractual	2070-490-00-08	BOCES In-Service Training - DW	\$17,250.00

Vote: Yes 7 No 0

ANTHONY CAPIELLO

On motion of Mr. Stevens, second by Mr. Bennett, the recommendation to appoint Anthony Cappiello as the Elementary School Winter Recreation Director for the 2024-2025 school year with a stipend of \$1,976, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

SARAH DRAKE

On motion of Mr. Bennett, second by Mr. Fay, the request from Sarah Drake for a childcare leave of absence beginning on or about January 27, 2025 through June 27, 2025, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

SUBSTITUTES

On motion of Ms. Wright, second by Ms. Newmaier, the recommendation to appoint the following substitutes and proctors, as submitted, to be and are hereby approved.

Substitute Clerical, Nurses, Aides, Guards, Custodial, and Monitors:

Taylor Baker

Substitute Custodial Worker 1
Substitute Uncertified Teacher
Substitute Teacher Aide

Vote: Yes 7 No 0

PUBLIC PARTICIPATION

There was a question if the results of the regionalization questionnaire that was due on December 6th were public. It was explained that the district did not submit the results of that survey and that the board voted earlier this evening not to participate in the survey.

There was a comment regarding the community center and the need for more outdoor space for students.

REPORTS

Personnel postings were noted.

OLD BUSINESS

There was no Old Business on the Agenda.

NEW BUSINESS

Board Policy 2350, Board Meeting Procedures

The first reading of the revised policy above was held.

On motion of Ms. Arrasate, second by Ms. Wright, the resolution to waive the second and third readings and adopt the above policy, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

Board Policy 6900, Disposal of District Property

The first reading of the revised policy above was held.

On motion of Ms. Wright, second by Ms. Arrasate, the resolution to waive the second and third readings and adopt the above policy, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

Board Policy 0110.2, Sexual Harassment in the Workplace

The first reading of the new policy above was held.

On motion of Mr. Stevens, second by Ms. Arrasate, the resolution to waive the second and third readings and adopt the above policy, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

Board Policy 0111, Sex Discrimination and Sex-Based Harassment Under Title IX

The first reading of the new policy above was held.

On motion of Mr. Stevens, second by Ms. Arrasate, the resolution to waive the second and third readings and adopt the above policy, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

Board Policy 0110, Sexual Harassment

The first reading to abolish the above policy was held.

On motion of Ms. Neumaier, second by Mr. Stevens, the resolution to waive the second and third readings and abolish the above policy, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

EXECUTIVE SESSION

On motion of Ms. Wright, second by Ms. Arrasate, the Board of Education convened into Executive Session at 7:39 p.m. to discuss ongoing negotiations.

Vote: Yes 7 No 0

On motion of Mr. Stevens, second by Ms. Neumaier, the Board of Education to reconvene from Executive Session at 9:35 p.m., to be and hereby is approved.

Vote: Yes 7 No 0

ADJOURNMENT

On motion of Mr. Wright, second by Ms. Neumaier, all business being completed, Ms. Lanni-Hewitt declared the meeting adjourned.

Vote: Yes 7 No 0

Lisa Rheame, District Clerk

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
340 Mill Road
Westhampton Beach, NY 11978



Minutes of Special Board of Education Meeting
District Office Conference Room
Monday, January 6, 2025 (4:30 PM)

Board of Education members present: Ms. Elizabeth T. Lanni-Hewitt, Ms. Heather A. Wright, Ms. Dawn Arrasate, Mr. Daniel A. Bennett, Mr. Ryan M. Fay, Ms. Jennifer Neumaier

Absent: Mr. Halsey C. Stevens

Also present: Carolyn J. Probst, Superintendent of Schools; Bill Fisher, Assistant Superintendent for Personnel & Instruction; Jacqueline I. Pirro, Assistant Superintendent for Business.

The meeting was called to order by Ms. Lanni-Hewitt, President at 4:40 p.m.

The pledge was waived.

CLERK PRO TEM

On the motion of Mr. Bennett, second by Ms. Arrasate, the appointment of Carolyn J. Probst as clerk pro tem, to be and hereby is approved.

Vote: Yes 6 No 0

EXECUTIVE SESSION

On motion of Ms. Wright, second by Ms. Neumaier, the Board of Education convened into Executive Session at 4:42 p.m. to discuss the appointment of a particular person.

Vote: Yes 6 No 0

On motion of Ms. Arrasate, second by Mr. Bennett, the Board of Education to reconvene from Executive Session at 6:57 p.m., to be and hereby is approved.

Vote: Yes 6 No 0

ADJOURNMENT

On motion of Ms. Arrasate, second by Mr. Bennett, all business being completed, Ms. Lanni-Hewitt declared the meeting adjourned.

Vote: Yes 6 No 0

Carolyn J. Probst, Clerk Pro Tem

**Westhampton Beach Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'		AltID#:		DOB: 3/29/2017 (7:8)		Grade: 02		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/03/2024	01/13/2025	Committee on Special Education / Amendment - Agreement No Meeting	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach Elementary School			
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Special Class		01/06/2025	06/27/2025	8:1+1	1	Daily	6hr.	School
Psychological Counseling Services		01/06/2025	06/27/2025	Individual	2	Weekly	30min.	Counselor's Office
Aide		01/06/2025	06/27/2025	1:1	1	Daily	5 hours	School

Student: 'Board of Education Copy'		AltID#:		DOB: 1/28/2008 (16:10)		Grade: 11		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/03/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Learning Disability	Home Public School District(HPSD) / Westhampton Beach High School			
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Consultant Teacher Services		09/03/2024	06/20/2025	Direct and Indirect	1	Weekly	2hr.	Resource Room
Counseling		09/03/2024	06/20/2025	Individual	1	Weekly	30min.	Counselor's Office

Student: 'Board of Education Copy'		AltID#:		DOB: 9/23/2009 (15:2)		Grade: 09		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/03/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Learning Disability	Home Public School District(HPSD) / Westhampton Beach High School			
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services		09/03/2024	06/20/2025		1	Daily	41min.	English / Language Arts Class
Integrated Co-teaching Services		09/03/2024	06/20/2025		1	Daily	41min.	Math Class
Integrated Co-teaching Services		09/03/2024	06/20/2025		1	Daily	41min.	Social Studies Class
Integrated Co-teaching Services		09/03/2024	06/20/2025		1	Daily	41min.	Science Class
Integrated Co-teaching Services		09/03/2024	06/20/2025		1	Every Other Day	41min.	Science Lab

Student: 'Board of Education Copy'		AltID#:		DOB: 12/31/2008 (15:11)		Grade: 10		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/03/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Autism	Home Public School District(HPSD) / Westhampton Beach High School			
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location

Integrated Co-teaching Services	09/03/2024	06/20/2025		1	Daily	41min.	Math Class
Consultant Teacher Services	09/03/2024	06/20/2025	Direct	1	Every Other Day	41min.	Classroom
Counseling	09/03/2024	06/20/2025	Small Group (5:1)	1	Weekly	30min.	Therapy Room
Parent Counseling and Training	09/03/2024	06/20/2025	Individual	1	Monthly	1hr.	School
Behavioral Intervention Consultation for Teacher	09/03/2024	06/27/2025		10	Yearly	1 hour	Classroom

Student: 'Board of Education Copy'			AltID#:		DOB: 6/5/2010 (14:5)		Grade: 09	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/03/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach High School			
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Integrated Co-teaching Services	09/03/2024	06/20/2025		5	Weekly	41min.	English / Language Arts Class	
Integrated Co-teaching Services	09/03/2024	06/20/2025		5	Weekly	41min.	Social Studies Class	
Special Class - Math	09/03/2024	06/20/2025	15:1	5	Weekly	41min.	Math Class	
Special Class - Science	09/03/2024	06/20/2025	15:1	5	Weekly	41min.	Science Class	
Special Class - Science	09/03/2024	06/20/2025	15:1	1	Every Other Day	41min.	Science Lab	
Speech/Language Consultation	09/03/2024	06/27/2025		1	Quarterly	30 minutes	Across All Settings	

Student: 'Board of Education Copy'			AltID#:		DOB: 9/27/2018 (6:2)		Grade: 01	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/04/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Speech or Language Impairment	Home Public School District(HPSD) / Westhampton Beach Elementary School			
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/03/2024	06/27/2025	8:1+1	1	Daily	6hr.	Classroom	
Special Class	07/08/2024	08/16/2024	12:1:1	1	Daily	2hr. 30min.	School	
Speech/Language Therapy	09/03/2024	06/27/2025	Individual	3	Weekly	30min.	Therapy Room	
Speech/Language Therapy	09/03/2024	06/27/2025	Small Group	1	Weekly	30min.	Across All Settings	
Occupational Therapy	09/03/2024	06/27/2025	Individual	2	Weekly	30min.	Therapy Room	
Psychological Counseling Services	09/03/2024	06/27/2025	Small Group	1	Weekly	30min.	Across All Settings	
Speech/Language Therapy	07/08/2024	08/16/2024	Small Group	2	Weekly	30min.	Across All Settings	

Student: 'Board of Education Copy'			AltID#:		DOB: 8/10/2011 (13:3)		Grade: 08	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/04/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Speech or Language Impairment	Home Public School District(HPSD) / Westhampton Beach Middle School			

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services	09/03/2024	06/20/2025		5	Weekly	40min.	English / Language Arts Class
Integrated Co-teaching Services	09/03/2024	06/20/2025		5	Weekly	40min.	Social Studies Class
Special Class - Math	09/03/2024	06/20/2025	15:1+1	5	Weekly	40min.	Math Class
Special Class - Science	09/03/2024	06/20/2025	15:1+1	5	Weekly	40min.	Science Class
Speech/Language Therapy	09/03/2024	06/20/2025	Small Group	1	Weekly	30min.	Therapy Room

Student: 'Board of Education Copy'			AltID#:	DOB: 6/2/2012 (12:6)	Grade: 07		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/04/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Speech or Language Impairment	Home Public School District(HPSD) / Westhampton Beach Middle School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class - English	09/03/2024	06/20/2025	15:1+1	2	Daily	40min.	English / Language Arts Class
Special Class - Math	09/03/2024	06/20/2025	15:1+1	1	Daily	40min.	Math Class
Special Class - Science	09/03/2024	06/20/2025	15:1+1	1	Daily	40min.	Science Class
Special Class - Social Studies	09/03/2024	06/20/2025	15:1+1	1	Daily	40min.	Social Studies Class
Speech/Language Therapy	09/03/2024	06/20/2025	Small Group	1	Weekly	30min.	Therapy Room
Psychological Counseling Services	09/03/2024	06/20/2025	Small Group	1	Weekly	30min.	Therapy Room

Student: 'Board of Education Copy'			AltID#:	DOB: 2/3/2018 (6:10)	Grade: 01		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/05/2024	01/13/2025	Committee on Special Education / Initial Eligibility Determination Meeting	Classified	Speech or Language Impairment	Home Public School District(HPSD) / Westhampton Beach Elementary School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Consultant Teacher Services	01/06/2025	06/27/2025	Direct	1	Daily	2hr. 15min.	Classroom
Speech/Language Therapy	01/06/2025	06/27/2025	Individual	2	Weekly	30min.	Therapy Room
Speech/Language Therapy	01/06/2025	06/27/2025	Small Group	1	Weekly	30min.	Therapy Room

Student: 'Board of Education Copy'			AltID#:	DOB: 5/27/2011 (13:6)	Grade: 08		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/09/2024	01/13/2025	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach Middle School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services	09/03/2024	06/20/2025		1	Daily	40min.	Math Class
Integrated Co-teaching Services	09/03/2024	06/20/2025		1	Every Other Day	40min.	Math Class
Integrated Co-teaching Services	09/03/2024	06/20/2025		1	Daily	40min.	English / Language Arts Class

Integrated Co-teaching Services	09/03/2024	06/20/2025	1	Daily	40min.	Social Studies Class
Integrated Co-teaching Services	09/03/2024	06/20/2025	1	Daily	40min.	Science Class
Integrated Co-teaching Services	09/03/2024	06/20/2025	1	Every Other Day	40min.	Science Lab

Student: 'Board of Education Copy'		AltID#:		DOB: 11/23/2007 (17:0)		Grade: 12	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/11/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Emotional Disability	Home Public School District(HPSD) / Westhampton Beach High School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Consultant Teacher Services	09/03/2024	06/20/2025	Direct and Indirect	1	Weekly	2hr.	Resource Room
Counseling Services	09/03/2024	06/20/2025	Individual	1	Weekly	30min.	Counselor's Office

Student: 'Board of Education Copy'		AltID#:		DOB: 1/13/2007 (17:10)		Grade: 12	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/11/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach High School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Consultant Teacher Services	09/03/2024	06/20/2025	Direct and Indirect	1	Weekly	2hr.	Resource Room

Student: 'Board of Education Copy'		AltID#:		DOB: 11/13/2007 (17:0)		Grade: 12	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/11/2024	01/13/2025	Subcommittee on Special Education / Requested Review	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach High School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class - Science	09/03/2024	06/20/2025	15:1	1	Daily	41min.	Science Class
Special Class - English	09/03/2024	06/20/2025	15:1	1	Daily	41min.	English / Language Arts Class
Counseling	09/03/2024	06/27/2025	Individual	1	Weekly	30min.	Counselor's Office

Student: 'Board of Education Copy'		AltID#:		DOB: 4/4/2007 (17:8)		Grade: 12	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/12/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach High School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class - English	09/03/2024	06/20/2025	15:1	5	Weekly	41min.	English / Language Arts Class

Special Class (BOCES Special Career Education) 09/05/2024 06/20/2025 12:1+1 5 Weekly 2hr. 45min. Classroom

Student: 'Board of Education Copy'		AltID#:		DOB: 9/25/2007 (17:2)		Grade: 12		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/12/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Learning Disability	Home Public School District(HPSD) / Westhampton Beach High School			
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Consultant Teacher Services		09/03/2024	06/20/2025	Direct and Indirect	1	Weekly	2hr.	Classroom

Student: 'Board of Education Copy'		AltID#:		DOB: 6/20/2007 (17:5)		Grade: 12		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/13/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach High School			
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class - English		09/03/2024	06/20/2025	15:1	1	Daily	41min.	Classroom
Special Class - Social Studies		09/03/2024	06/20/2025	15:1	1	Daily	41min.	Social Studies Class
Special Class - English		09/03/2024	06/20/2025	15:1	1	Daily	41min.	English / Language Arts Class
Counseling Services		09/03/2024	06/20/2025	Individual	1	Weekly	30min.	Counselor's Office

Student: 'Board of Education Copy'		AltID#:		DOB: 6/26/2018 (6:5)		Grade: 01		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/16/2024	01/13/2025	Committee on Special Education / Requested Review	Classified	Speech or Language Impairment	Home Public School District(HPSD) / Westhampton Beach Elementary School			
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Consultant Teacher Services		09/03/2024	06/27/2025	Direct	1	Daily	2hr. 15min.	Classroom
Speech/Language Therapy		09/03/2024	06/27/2025	Individual	2	Weekly	30min.	Therapy Room
Speech/Language Therapy		09/03/2024	06/27/2025	Small Group	1	Weekly	30min.	Therapy Room
Occupational Therapy		09/03/2024	06/27/2025	Small Group	2	Weekly	30min.	Therapy Room
Counseling		09/03/2024	06/27/2025	Small Group	1	Weekly	30min.	Counselor's Office

Student: 'Board of Education Copy'		AltID#:		DOB: 8/25/2009 (15:3)		Grade: 09		
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/16/2024	01/13/2025	Committee on Special Education / Requested Review	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach High School			
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services		09/03/2024	06/20/2025		1	Daily	40min.	Science Class

Integrated Co-teaching Services	09/03/2024	06/20/2025		1	Every Other Day	40min.	Science Lab
Integrated Co-teaching Services	09/03/2024	06/20/2025		1	Daily	40min.	Math Class
Counseling	09/03/2024	06/20/2025	Small Group	1	Bi-weekly	30min.	Therapy Room
Counseling	12/17/2024	06/20/2025	Individual	1	Weekly	30min.	Therapy Room

Student: 'Board of Education Copy'			AltID#:		DOB: 10/30/2014 (10:1)		Grade: 05	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/16/2024	01/13/2025	Committee on Special Education / Requested Review	Classified	Learning Disability	Home Public School District(HPSD) / Westhampton Beach Elementary School			
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services		09/03/2024	06/27/2025		1	Daily	3hr.	Classroom

Student: 'Board of Education Copy'			AltID#:		DOB: 5/29/2015 (9:6)		Grade: 04	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/17/2024	01/13/2025	Committee on Special Education / Requested Review	Classified	Intellectual Disability	BOCES Class in a Public School(BOCES-PSD) / Eastern Suffolk BOCES-Westhampton Bch.			
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Special Class (Westhampton Beach Learning Center)		09/16/2024	06/27/2025	8:1:1+3	1	Daily	5hr. 30min.	Classroom
Special Class		07/08/2024	08/16/2024	12:1:1	1	Daily	2hr. 30min.	School
Speech/Language Therapy		09/03/2024	06/27/2025	Individual	2	Weekly	30min.	Therapy Room
Speech/Language Therapy		09/03/2024	06/27/2025	Small Group	2	Weekly	30min.	Therapy Room
Physical Therapy		09/03/2024	06/27/2025	Individual	2	Weekly	30min.	Therapy Room
Occupational Therapy		09/03/2024	06/27/2025	Individual	2	Weekly	30min.	Therapy Room
Counseling		09/03/2024	06/27/2025	Small Group	1	Weekly	30min.	Therapy Room
Parent Counseling and Training		09/03/2024	06/27/2025	Individual	1	Monthly	1hr.	Home & School
Speech/Language Therapy		07/08/2024	08/16/2024	Individual	2	Weekly	30min.	Therapy Room
Speech/Language Therapy		07/08/2024	08/16/2024	Small Group	1	Weekly	30min.	Therapy Room
Occupational Therapy		07/08/2024	08/16/2024	Individual	1	Weekly	30min.	Therapy Room
Physical Therapy		07/08/2024	08/16/2024	Small Group	1	Weekly	30min.	Therapy Room
Aide		09/03/2024	06/27/2025	4:1	5	Weekly	5 hours 30 minutes	Across All Settings
Behavioral Intervention Consultation for Team		09/05/2024	06/27/2025		N/A	Monthly	2 hours	School

Student: 'Board of Education Copy'			AltID#:		DOB: 10/3/2011 (13:2)		Grade: 08	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School			
12/17/2024	01/13/2025	Committee on Special Education / Initial Eligibility Determination Meeting	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach Middle School			

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Resource Room Program	01/13/2025	06/20/2025	5:1	1	Daily	40min.	Resource Room
Student: 'Board of Education Copy'				AltID#:	DOB: 9/10/2010 (14:3)		Grade: 08
<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>	<u>Disability</u>	<u>Placement Recommendation / School</u>		
12/17/2024	01/13/2025	Committee on Special Education / Initial Eligibility Determination Meeting	Classified	Other Health Impairment	Home Public School District(HPSD) / Westhampton Beach Middle School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Resource Room Program	01/13/2025	06/27/2025	5:1	1	Daily	40min.	Resource Room
Student: 'Board of Education Copy'				AltID#:	DOB: 10/24/2018 (6:1)		Grade: 01
<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>	<u>Disability</u>	<u>Placement Recommendation / School</u>		
12/17/2024	01/13/2025	Subcommittee on Special Education / Reevaluation Review	Classified	Speech or Language Impairment	Home Public School District(HPSD) / Westhampton Beach Elementary School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Consultant Teacher Services	09/03/2024	06/27/2025	Direct	1	Daily	2hr. 15min.	Classroom
Speech/Language Therapy	09/03/2024	06/27/2025	Individual	1	Weekly	30min.	Therapy Room
Speech/Language Therapy	09/03/2024	06/27/2025	Small Group	1	Weekly	30min.	Therapy Room
Occupational Therapy	09/03/2024	06/27/2025	Small Group	2	Weekly	30min.	Therapy Room

Westhampton Beach Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'		AltID#:		DOB: 12/17/2020 (3:11)		Grade: Preschool	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/12/2024	01/13/2025	Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only(PISO) / Preschool Itinerant Services Only		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Speech/Language Therapy	01/13/2025	06/27/2025	Individual	3	Weekly	30min.	School

Student: 'Board of Education Copy'		AltID#:		DOB: 3/10/2021 (3:9)		Grade: Preschool	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/12/2024	01/13/2025	Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Classified Preschool	Preschool Student with a Disability	Approved Preschool Special Education Program(APSEP) / Alternatives for Children		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class	01/13/2025	06/27/2025	8:1+2	1	Daily	5hr.	School
Occupational Therapy	01/13/2025	06/27/2025	Individual	2	Weekly	30min.	Across All Settings
Speech/Language Therapy	01/13/2025	06/27/2025	Small Group	3	Weekly	30min.	Across All Settings

Student: 'Board of Education Copy'		AltID#:		DOB: 12/3/2021 (3:0)		Grade: Preschool	
Meeting Date	BOE Date	Committee / Reason	Decision	Disability	Placement Recommendation / School		
12/18/2024	01/13/2025	Committee on Preschool Special Education / Amendment - Agreement No Meeting	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only(PISO) / Preschool Itinerant Services Only		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Education Itinerant Services	01/06/2025	06/27/2025	1:1	5	Weekly	1hr.	Home
Speech/Language Therapy	01/06/2025	06/27/2025	Individual	3	Weekly	30min.	Home
Occupational Therapy	01/06/2025	06/27/2025	Individual	2	Weekly	30min.	Home

MEMORANDUM OF AGREEMENT

Except as modified herein, the contract between the Board of Education of the Westhampton Beach Union Free School District (the “District”) and the Westhampton Beach Teachers’ Association (the “WHBTA”), expiring June 30, 2024, shall remain in full force and effect.

This Memorandum of Agreement shall be subject to ratification by the Board of Education and the membership of the WHBTA. The parties’ respective negotiating teams agree to recommend such ratification to their principals.

1. **Article III, Paragraph 2:** Add “Speech Language Teachers” and “Social Workers”; delete “Guidance Counselors” and replace with “School Counselors”; and codify practice by adding to the end of the paragraph:

The WHBTA represents Board-appointed Leave Replacement Teachers serving in excess of 10 weeks. Pay for such Leave Replacement Teachers shall be Step 1 of the BA or the MA column as applicable, effective as of the first day in the position.

2. **Article IV:** Delete “2019” and “2024” in the first sentence and replace with “2024” and “2027” respectively. Delete “2024” in the second and third sentences and replace with “2027.”

3. **Article VI, Paragraph 1:** Delete and replace with:

1. The salary schedule (herein annexed as Appendix B) will be adjusted as follows:

July 1, 2024: Increase the 2023-24 schedule by 2% after which a new Step 26 shall be added to the MA+42 and MA+60 columns with that new Step 26 being calculated at 1% above Step 25.

July 1, 2025: Increase the 2024-25 schedule by 1.5% after which a new Step 27 shall be added to the MA+42 and MA+60 columns with that new Step 27 being calculated at 1% above Step 26.

July 1, 2026: Increase the 2025-26 schedule by 1.5%.

All nurses shall be paid in accordance with Schedule A-1. Nurses will be able to move across the salary schedule when they complete the necessary credits. The movement will be on the same basis as a teacher.

4. **Article VI, Paragraph 3.A** : Make the following modifications:

- Add to the third paragraph: “Virtual courses which are fully synchronous, which means the Teacher must log-on at a specific time for live classroom sessions will not be subjected to the 75% limitation so long as the course requires 15 hours of synchronous attendance per credit. All other virtual courses will be considered “online” and subject to the 75% limitation.”
- Delete the last sentence of the last paragraph and replace with: “Teachers who submit proof by November 1 of credits earned as of September 1 will be entitled to salary adjustment as of September 1. Salary advancement for Teachers who submit proof of such credits after November 1 will be made effective February 1. Teachers who submit proof by April 1 of credits earned as of February 1 will be entitled to salary adjustment as of February 1. Salary advancement for Teachers who submit proof of such credits after April 1 will be made effective the following September 1.”

5. **Article VI, Paragraph 4.A**: Delete the first five sentences of the first paragraph

and replace with:

Health Insurance

Effective until December 31, 2025; all teachers shall be entitled to either family or individual coverage as provided by the East End Health Plan or such other plan as may be adopted by the Board of Education provided comparable and/or equal coverage. Such change in coverage must be with the approval of the WHBTA. All members of the WHBTA are to contribute 19% (family and individual) toward the health insurance premium expense for medical coverage.

Effective commencing January 1, 2026; all teachers shall be entitled to either family or individual coverage as provided by NYSHIP or such other plan as may be adopted by the Board of Education provided comparable and/or equal coverage. Such change in coverage must be with the approval of the WHBTA. Effective January 1, 2026 all members of the WHBTA are to contribute 19.5% (family and individual) toward the health insurance premium expense for medical coverage. Effective January 1, 2027 all members of the WHBTA are to contribute 20% (family and individual) toward the health insurance premium expense for medical coverage.

6. **Article VI, Paragraph 4.A:** Delete the eighth sentence of the first paragraph and add to the end of that paragraph: “Such member may, if need be, re-enroll subject to the requirements of the plan.”

7. **Article VI, Paragraph 3.C:** Add a new last sentence as follows: “For Teachers hired prior to July 1, 2019 teaching service credit will be recognized for public or private schools grades Pre-K to 12, provided the Teacher possessed Teacher certification from New York State during such service.” Codify practice by adding: “Part-time years of service will be prorated.”

8. **Article VI, Paragraph 4.A:** Add to the second paragraph: “After that period of 10 years, the District shall contribute 50% toward the individual premium and 35% toward the family premium, as applicable.” Add a third paragraph as follows:

Retirement Health Insurance Incentive. For unit members who retire on or before June 30, 2027 with health insurance in retirement, in addition to contributing to the health insurance plan 60% towards the individual plan and 45% towards the family plan, the District will contribute to the health insurance plan \$7500 toward family insurance, and \$5500 toward individual insurance for 10 years or until the member becomes Medicare primary, whichever occurs first. In order to qualify for this incentive, the unit member must submit an irrevocable letter of intent to retire no later than February 15 preceding the retirement date, and the date of retirement must be June 30 of that same school year. The terms of this retirement incentive shall sunset effective June 30, 2027.

9. **Article VI, Paragraph 4.B:** Add: “Effective July 1, 2025, the District shall provide a dental insurance program for teachers and their families to the extent that a premium of \$700 per member will purchase.”

10. **Article VI, Paragraph 5:** The following modifications shall be made:

- Effective July 1, 2025, Club/Advisor positions shall be as described on Appendix B as set forth in the attached. Stipends on the Club/Advisor Salary Schedule shall be increased to the “Proposed Stipend” as set forth in the attached with half of the proposed increase taking effect July 1, 2025 and half of the proposed increase

taking effect July 1, 2026. Add a codification to the second paragraph of Article VI, Paragraph 5 as follows: “The District retains the discretion to determine whether or not an existing club will run and/or a new club will be added. For new clubs, the determination as to the appropriate Tier shall be made after consultation with the WHBTA.”

- Stipends on the Coaching Salary Schedule set forth in Appendix B shall be increased effective July 1, 2025 by \$650 and effective July 1, 2026 by \$650.
- Additional Pay Items as set forth in Appendix B shall be increased for each year of the agreement by the same percentage increases as are applicable to annual salaries. Rates of pay for professional teaching activities outside of the school day (after school AIS, summer AIS, test preparation, and curriculum writing) are to be increased for each year of the agreement by the same percentage increases as are applicable to annual salaries.

11. **Article VI, Paragraph 6:** Delete “Guidance Counselors” and replace with “School Counselors.”

12. **Article VI, Paragraph 7:** Add: “Teachers shall be paid via direct deposit.”

13. **Article VI, Paragraph 9.A:** Article VI, Paragraph A: Delete and replace with:

A.(i). Teachers hired prior to July 1, 2024 who meet the conditions as established below in paragraphs B through F and who do not retire pursuant to the terms of subparagraph (ii), will be eligible for a cash payment of seventy-five percent (75%) of his/her unused sick days to a maximum of 182 days.

(ii). Such teachers will be eligible for a cash payment of one hundred percent (100%) of his/her unused sick days to a maximum of 182 days if he/she retires June 30, 2025 but does not take health insurance in retirement. Such teachers will be eligible for a cash payment of eighty-five percent (85%) of his/her unused sick days to a maximum of 182 days if he/she retires June 30, 2026 or June 30, 2027 but does not take health insurance in retirement.

Teachers hired on or after July 1, 2024 who meet the conditions as established below will be eligible for a cash payment of fifty percent (50%) of his/her unused sick days to a maximum of 182 days.

14. **Article VI, Paragraph 9.B:** Delete the second sentence and replace with:

For teachers hired prior to July 1, 2024, this benefit is limited to a period of five (5) years following the member's first date of eligibility without penalty as defined by NYSTRS; except that the obligation to retire within five (5) years pursuant to this provision will be waived for any teacher who is beyond five (5) but retires effective June 30, 2025. For teachers hired on or after July 1, 2024, this benefit is limited to a period of three (3) years following the member's first date of eligibility without penalty as defined by NYSTRS.

15. **Article VII, Paragraph 3:** Add a new third sentence as follows: “Effective July 1, 2025, this “assistance/extra-help” shall be implemented at the Middle School at forty (40) minutes per session.”

16. **Article VII, Paragraph 4:** Modify to reflect “clerical, mechanical, or electronic entry, as determined by the District.” Add: “The District shall not, however, implement a process that generates biometric data without prior negotiation with the Union.”

17. **Article VII, Paragraph 5:** The coverage rates shall be increased each year by the same percentages as are applicable to annual salaries.

18. **Article VIII, Paragraph 2.A:** Add to subdivision (v) the words “except that the District shall be permitted to exceed three sections per certification area for leaves of absence of up to one (1) year after prior consultation with the Union.”

19. **Article VIII, Paragraph 12:** Modify title to be “Faculty Meetings and Parent Teacher Conferences” and add a new paragraph as follows:

Effective with the 2025-26 school year, fall parent teacher conferences for K-5 students shall be consist of one full day without students from 12 p.m. to 7 p.m. (which shall not be scheduled on a Friday) and one-half day following early student release.

20. **Article VIII, Paragraph 17:** Add: “Teachers shall be required to submit a doctor’s note after five (5) consecutive sick leave days.”

21. **Article VIII, Paragraph 22:** Delete the second, third, fourth and sixth paragraphs and replace with: “Funds for in-service programs shall be exclusively for courses offered by the Teachers Center of Western Hamptons. Should the Teachers Center of West Hamptons cease to exist, the District and the WHBTA leadership will together determine the allocation of remaining funds.” The money to be allocated pursuant to the fifth paragraph shall be increased each year of this agreement by the same percentages as are applicable to annual salaries.


22. **Athletic Trainer:** During the term of this Agreement, the Athletic Trainer shall be paid as follows:

	<u>Salary</u> <u>Step</u>	<u>2024-</u> <u>2025</u>	<u>2025-</u> <u>2026</u>	<u>2026-</u> <u>2027</u>
<u>Athletic</u> <u>Trainer</u>	<u>1</u>	<u>\$46.12</u>	<u>\$50.72</u>	<u>\$51.48</u>
	<u>2</u>	<u>\$46.67</u>	<u>\$51.33</u>	<u>\$52.10</u>
	<u>3</u>	<u>\$47.27</u>	<u>\$51.99</u>	<u>\$52.77</u>

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the dates set forth below.

WESTHAMPTON BEACH UNION FREE
SCHOOL DISTRICT


Dated: 12-13-2024


By: Carolyn J. Probst, Ed.D.
Superintendent of Schools

WESTHAMPTON BEACH TEACHERS’
ASSOCIATION

Dated: 12/16/24

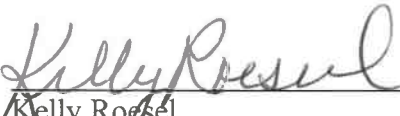

By: John Vahle
President


Mike Amy


Carrie Bender


Jamie Thom


Drew Peters


Kelly Rosel

12/23/24

MEMORANDUM OF AGREEMENT

Except as modified herein, the contract between the Board of Education of the Westhampton Beach Union Free School District (the “District”) and the Westhampton Beach Food Service Workers Association United Public Service Employees (“UPSEU”), expiring June 30, 2024, shall remain in full force and effect.

This Memorandum of Agreement shall be subject to ratification by the Board of Education and the membership of the UPSEU. The parties’ respective negotiating teams agree to recommend such ratification to their principals.

1. **Article II:** Make the following modification:

This Agreement’s duration is for the period of three (3) years commencing July 1, 2024 and ending June 30, 2027.

2. **Article VIII, Paragraph A:** Make the following modification:

Full-time unit members serving as cooks and assistant cooks shall receive an eleven (11) day annual accrual for holidays/personal/sick leave days to be accrued monthly commencing July 1, 2024; a total of ten (10) holidays/personal/sick leave days for food service workers are to be allocated and accrued monthly commencing July 1, 2024.

3. **Article VIII:** Add Paragraph C: Unit members shall be required to submit a doctor’s note after three consecutive sick leave days or in cases of suspected abuse as determined by the District.

4. **Article X:** Add Paragraph: Up to a maximum of two (2) times per year, Unit members will be compensated for their regularly scheduled hours in the event the District has a delayed opening.

5. **Article XI:** Make the following modification:

A \$350 uniform allowance is to be provided for cooks and assistant cooks; and a \$150 uniform allowance to food service workers; five (5) shirts and two (2) aprons will be supplied on an annual basis; a maximum payment of \$100 per year is to be provided upon verification of payment towards pants and/or shoes utilized while performing duties.

6. **Article XI:** Add: The District shall provide a safety belt to any unit member who requests one.

7. **Article XIV, Paragraph 1:** Delete and Replace with:

The hourly rate for cooks and assistant cooks (full-time) shall be increased by \$1.50/hr., effective July 1, 2024; by \$1.50/hr., effective July 1, 2025; and by \$1.50/hr. effective July 1, 2026.

The hourly rate for food service workers shall be increased by \$1.00/hr., effective July 1, 2024; by \$1.00/hr., effective July 1, 2025; and by \$1.00/hr. effective July 1, 2026.

8. **Article XIV, Paragraph 2:** Make the following modifications:

As of July 1, 2024, newly hired food service workers are to receive \$17.25 per hour; newly hired assistant cooks are to receive \$19.25 per hour; and newly hired cooks are to receive \$22.25 per hour.

9. **Article XIV, Paragraph 3:** Make the following modification:

A unit member assigned to perform work in a higher paying classification for five (5) or more consecutive days shall receive the pay attributed to the higher paying classification beginning with the first (1st) day of service in that higher paying classification.

10. **Article XIV, Paragraph 4:** Make the following modifications:

Longevity payments are to be awarded to unit members each year upon completion of the following years of service to the district: \$350 upon five years; \$450 upon 10 years; \$575 upon 15 years and \$675 upon 20 years.

11. **Article XIX:** Make the following modification:

There shall be no discrimination against unit members by reason of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, genetic information or union membership.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the dates set forth below.

WESTHAMPTON BEACH UNION
FREE SCHOOL DISTRICT

Dated: 01-10-2025

Carolyn J. Probst
By: Carolyn J. Probst, Ed.D.
Superintendent of Schools

WESTHAMPTON BEACH FOOD
SERVICE WORKERS ASSOCIATION

Dated: 1/10/2025

Oscar Jirau
By: President Oscar Jirau
UPSEU
Labor Relations Representative

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent
From: Jacqueline Pirro, Assistant Superintendent for Business
Date: January 6, 2025
Re: 2025-2026 Budget Calendar

BUDGET CALENDAR
2025-2026 Budget Preparation

February 3, 2025	Board Meeting & Budget Workshop Athletics, Middle School & Special Education
February 24, 2025	Board Meeting & Budget Workshop Elementary School, Technology, Winter & Summer Recreation
March 10, 2025	Board Meeting & Budget Workshop Curriculum Development & Personnel, BOCES Programs, Buildings & Grounds, High School, Transportation
March 24, 2025	Board Meeting – Regular Meeting & Final Budget Discussion
April 7, 2025	Board Meeting – Budget Adoption
May 12, 2025	Board Meeting – Regular Meeting & Budget Hearing
May 20, 2025	Budget & Board Candidate Vote – 7:00am-9:00pm, HS LGI

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 6, 2025

Re: Change Order No. R-1 GTS Construction Corp

I respectfully request the Board of Education approve the attached change order request for GTS Construction Corp. relating to the High School roof reconstruction. The change order is a deduct in the amount of \$12,000 for an unused allowance for unforeseen conditions. The original contract was \$3,334,000 and after the deduct will be for \$3,322,000.

If you have any questions or require additional information, please feel free to let me know.

CHANGE ORDER

AIA DOCUMENT G701

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

SED No.: 58-09-02-02-0-004-024

Westhampton Beach HS

PROJECT: Westhampton Beach UFSD
(name,address) 340 Mill Road
Westhampton Beach, NY 11978
CONTRACTOR: GTS Construction Corp.
(name,address) 37 Bethpage Road
Hicksville, NY 11801

CHANGE ORDER NUMBER: R-1
DATE: November 25, 2024
ARCHITECTS PROJECT NO.
CONTRACT DATE: 3/25/2024
CONTRACT FOR: Contract No. 1 - Roof Reconstruction

The Contract is changed as follows:

The contract amount shall be amended as follows:

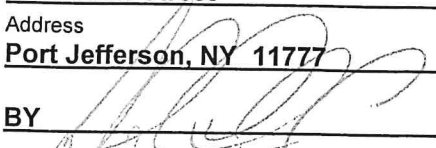
Please see attached.

Deduct: \$12,000.00

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Cost) was.....	\$3,334,000.00
Net change by previously authorized Change Orders.....	\$0.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....	\$3,334,000.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$12,000.00
The new (Contract Sum)(Guaranteed Maximum Cost) including this Change Order will be	\$3,322,000.00
The Contract Time will be (increased)(decreased)(unchanged) by	(0) days

NOTE: The summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

John A. Grillo, P.C.
ARCHITECT
1213 Main Street
Address
Port Jefferson, NY 11777
BY 
DATE 11/25/24

GTS Construction Corp.
CONTRACTOR
37 Bethpage Road
Address
Hicksville, NY 11801
BY 
DATE 12-3-24

Westhampton Beach UFSD
OWNER
340 Mill Road
Address
Westhampton Beach, NY 11978
BY
DATE

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AIA DOCUMENT G701 CHANGE ORDER 1987 EDITION AIA 1987 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006

Westhampton Beach UFSD
2022 Bond Issue
Contract No. 1 - Roof Replacement
GTS Construction Corp.
SED No.: 58-09-09-09-0-004-024 - Westhampton Beach HS

Change Order R-1 (page 2)

The Contractor is directed to supply all labor, material and equipment required to complete the following:

1.	Install Parapro flashing at parapet walls approximately 36" x 970 LF = +/- 3,000 sq. ft:	Add:	\$82,600.00
2.	Deduct amount for not installing 970 LF of gravel stop and fascia:	Deduct:	\$29,600.00
3.	Deduct solar panel related costs previously charged:	Deduct:	\$60,000.00
4.	Work completed: <ul style="list-style-type: none">- Solar panel removal and storage for reinstallation- System check for proper operational condition- After system check failure, removal of panel system and disposal off site- Removal of all panel wiring from building interior to roof	Add:	\$35,000.00
5.	An Allowance, in the amount of \$40,000.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner:	Deduct:	\$40,000.00

Total Deduct: \$12,000.00



CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,
rev. 04/10

Page One

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234
Office of Facilities Planning, Room 1060 Education Building Annex
Tel. (518) 474-3906 Fax (518) 486-5918
www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED
Fill out all three parts completely.

Change Order Number:

R-1

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

5	8	0	9	0	9	0	9	0	0	0	4	0	2	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

District BEDS Code

Building Identification Number

Project number

District & Building Name

Westhampton Beach UFSD - Westhampton Beach High School

Type of Project

Reconstruction /Alteration Addition & Alteration New Building Other

Project Description

Contract No. 1 - Roof Reconstruction

Architect / Engineer firm

John A. Grillo, Architect, PC 1213 Main Street, Port Jefferson, NY

name

address

Contact Person

John M. Grillo, Architect 631-476-2161 jmgrillo@jagarchitect.com

name & title

phone number & e-mail

Construction Manager firm

Park East Construction Corp. 266 East Jericho Turnpike, South Huntington, NY 11746

name

address

Contact Person

James Wojcik, President 631-549-9800 jwojcik@parkeastconstruction.com

name & title

phone number & e-mail

District Contact Person

Jacqueline Pirro, Asst. Supt. For Business 631-288-3800 jpirro@whbschools.org

name & title

phone number & e-mail

Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- Requested By (Who initiated the change request)
- Relationship to Project Scope (How is this change related to the original project scope)
- Basis of Need (Describe why the change is needed)
- Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

The contract amount shall be amended as follows:

Please see attached.

Add: \$12,000.00

Requested By: Owner/Architect

Relationship to Project Scope: See above

Basis of Need: See above

Description of Work: See above

CHANGE ORDER CERTIFICATION

Part Three

1

Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

_____ Date

Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

Carolyn Probst

3

Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

11/25/2024

_____ Date

John A. Grillo, Architect, PC

Architectural / Engineering Firm Name

John M. Grillo

Signature and printed name of the Architect or Engineer

Westhampton Beach Union Free School District Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 6, 2025

Re: Change Order No. W-1 Arrow Steel Window Corp.

I respectfully request the Board of Education approve the attached change order request for Arrow Steel Window Corp. relating to the Middle School window replacement bond work. The change order is a deduct of \$25,059 for unused allowances for unforeseen conditions. The original contract was \$1,878,400 and after the deduct will be \$1,853,341.

If you have any questions or require additional information, please feel free to let me know.

CHANGE ORDER

AIA DOCUMENT G701

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

SED No.: 58-09-02-02-0-002-016

Westhampton Beach MS

PROJECT: Westhampton Beach UFSD
(name,address) 340 Mill Road
Westhampton Beach, NY 11978
CONTRACTOR: Arrow Steel Window Corp.
(name,address) 133 East Carmans Road
East Farmingdale, NY 11735

CHANGE ORDER NUMBER: W-1
DATE: November 26, 2024
ARCHITECTS PROJECT NO.
CONTRACT DATE: 10/23/23
CONTRACT FOR: Contract No. 2 - Window Replacement

The Contract is changed as follows:

The contract amount shall be amended as follows:

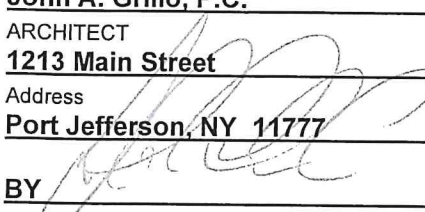
- | | | | |
|----|---|---------|-------------|
| 1. | Furnish and install window shades: | Add: | \$59,941.00 |
| 2. | Credit sill material at slate windows. Credit for material only. Arrow to install wood blocking and brake metal at these windows to cover 1.5" gap from new window sill to existing slate sill that was intended to be covered with new Formica sill. The credit above is for the difference in Formica sill to brake metal material: | Deduct: | \$10,000.00 |
| 3. | An Allowance, in the amount of \$75,000.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner: | Deduct: | \$75,000.00 |


Total Deduct: \$25,059.00

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Cost) was.....	\$1,878,400.00
Net change by previously authorized Change Orders.....	\$0.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....	\$1,878,400.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$25,059.00
The new (Contract Sum)(Guaranteed Maximum Cost) including this Change Order will be	\$1,853,341.00
The Contract Time will be (increased)(decreased)(unchanged) by	(0) days

The Date of Substantial Completion as of the date of this Change Order therefore is
NOTE: The summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

John A. Grillo, P.C.
ARCHITECT
1213 Main Street
Address
Port Jefferson, NY 11777
BY 
DATE 11/26/24

Arrow Steel Window Corp.
CONTRACTOR
133 East Carmans Road
Address
East Farmingdale, NY 11735
BY 
DATE 12/10/24

Westhampton Beach UFSD
OWNER
340 Mill Road
Address
Westhampton Beach, NY 11978
BY
DATE

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CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,
rev. 04/10
Page One

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234
Office of Facilities Planning, Room 1060 Education Building Annex
Tel. (518) 474-3906 Fax (518) 486-5918
www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED
Fill out all three parts completely.

Change Order Number:
W-1

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

5 8 0 9 0 9 0 9 0 0 0 2 0 1 6

District BEDS Code

Building Identification Number

Project number

District & Building Name

Westhampton Beach UFSD - Westhampton Beach MS

Type of Project

Reconstruction /Alteration Addition & Alteration New Building Other

Project Description

Contract No. 2 - Window Replacement

Architect / Engineer firm

John A. Grillo, Architect, PC 1213 Main Street, Port Jefferson, NY

name

address

Contact Person

John M. Grillo, Architect 631-476-2161 jmgrillo@jagarchitect.com

name & title

phone number & e-mail

Construction Manager firm

Park East Construction Corp. 266 East Jericho Turnpike, South Huntington, NY 11746

name

address

Contact Person

James Wojcik, President 631-549-9800 jwojcik@parkeastconstruction.com

name & title

phone number & e-mail

District Contact Person

Jacqueline Pirro, Asst. Supt. For Business 631-288-3800 jpirro@whbschools.org

name & title

phone number & e-mail

Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

The contract amount shall be amended as follows:

1. Furnish and install window shades: Add: \$59,941.00

2. Credit sill material at slate windows. Credit for material only. Arrow to install wood blocking and brake metal at these windows to cover 1.5" gap from new window sill to existing slate sill that was intended to be covered with new Formica sill. The credit above is for the difference in Formica sill to brake metal material: Deduct: \$10,000.00

3. An Allowance, in the amount of \$75,000.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner: Deduct: \$75,000.00

Total Deduct: \$25,059.00

Requested By: Owner/Architect

Relationship to Project Scope: See above

Basis of Need: See above

Description of Work: See above

CHANGE ORDER CERTIFICATION

Part Three

1

Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

Date

Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

Carolyn Probst

3

Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

11/26/2024

Date

John A. Grillo, Architect, PC

Architectural / Engineering Firm Name

John M. Grillo

Signature and printed name of the Architect or Engineer

Westhampton Beach Union Free School District Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business

Date: January 6, 2025

Re: Change Order No. W-2 Arrow Steel Window Corp.



I respectfully request the Board of Education approve the attached change order request for Arrow Steel Window Corp. relating to the Elementary School window replacement bond work. The change order is a net increase of \$22,500 to remove and replace two additional gym windows. The contract sum prior to this change was \$1,853,341 and after the addition will be \$1,875,841.

If you have any questions or require additional information, please feel free to let me know.

CHANGE ORDER

AIA DOCUMENT G701

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

SED No.: 58-09-02-02-0-003-015

Westhampton Beach ES

PROJECT: Westhampton Beach UFSD
(name,address) 340 Mill Road
Westhampton Beach, NY 11978

CHANGE ORDER NUMBER: W-2
DATE: November 26, 2024
ARCHITECTS PROJECT NO.

CONTRACTOR: Arrow Steel Window Corp.
(name,address) 133 East Carmans Road
East Farmingdale, NY 11735

CONTRACT DATE: 10/23/23
CONTRACT FOR: Contract No. 2 - Window Replacement

The Contract is changed as follows:

The contract amount shall be amended as follows:

- | | | | |
|----|---|---------|-------------|
| 1. | Remove and replace two (2) tall gym windows: | Add: | \$34,000.00 |
| 2. | An Allowance, in the amount of \$11,500.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner: | Deduct: | \$11,500.00 |

Total Add: \$22,500.00

Not valid until signed by the Owner, Architect and Contractor.

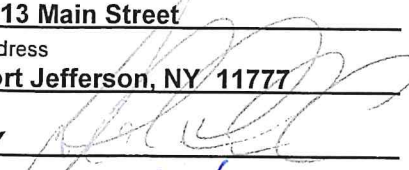
The original (Contract Sum) (Guaranteed Maximum Cost) was.....	\$1,878,400.00
Net change by previously authorized Change Orders.....	\$25,059.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....	\$1,853,341.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$22,500.00
The new (Contract Sum) (Guaranteed Maximum Cost) including this Change Order will be	\$1,875,841.00
The Contract Time will be (increased)(decreased)(unchanged) by	(0) days


NOTE: The summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

John A. Grillo, P.C.
ARCHITECT
1213 Main Street
Address
Port Jefferson, NY 11777

Arrow Steel Window Corp.
CONTRACTOR
133 East Carmans Road
Address
East Farmingdale, NY 11735

Westhampton Beach UFSD
OWNER
340 Mill Road
Address
Westhampton Beach, NY 11978

BY 
DATE 11/27/24

BY 
DATE 12/10/24

BY _____
DATE _____

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CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,
rev. 04/10

Page One

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234

Office of Facilities Planning, Room 1060 Education Building Annex

Tel. (518) 474-3906 Fax (518) 486-5918

www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED
Fill out all three parts completely.

Change Order Number:
W-2

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number	5 8 0 9 0 9 0 9 0 0 0 3 0 1 5
	<small>District BEDS Code Building Identification Number Project number</small>
District & Building Name	Westhampton Beach UFSD - Westhampton Beach ES
Type of Project	<input checked="" type="checkbox"/> Reconstruction /Alteration <input type="checkbox"/> Addition & Alteration <input type="checkbox"/> New Building <input type="checkbox"/> Other
Project Description	Contract No. 2 - Window Replacement
Architect / Engineer firm	John A. Grillo, Architect, PC 1213 Main Street, Port Jefferson, NY
	<small>name address</small>
Contact Person	John M. Grillo, Architect 631-476-2161 jmgrillo@jagarchitect.com
	<small>name & title phone number & e-mail</small>
Construction Manager firm	Park East Construction Corp. 266 East Jericho Turnpike, South Huntington, NY 11746
	<small>name address</small>
Contact Person	James Wojcik, President 631-549-9800 jwojcik@parkeastconstruction.com
	<small>name & title phone number & e-mail</small>
District Contact Person	Jacqueline Pirro, Asst. Supt. For Business 631-288-3800 jpirro@whbschools.org
	<small>name & title phone number & e-mail</small>

Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

The contract amount shall be amended as follows:

1. Remove and replace two (2) tall gym windows: Add: \$34,000.00
 2. An Allowance, in the amount of \$11,500.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner: Deduct: \$11,500.00
- Total Add: \$22,500.00

Requested By: Owner/Architect
 Relationship to Project Scope: See above
 Basis of Need: See above
 Description of Work: See above

CHANGE ORDER CERTIFICATION

FP-COC 04/10

Page Two

Part Three

1

Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

Date

Carolyn Probst
Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

11/26/2024
Date

John A. Grillo, Architect, PC
Architectural / Engineering Firm Name

John M. Grillo
Signature and printed name of the Architect or Engineer

Westhampton Beach Union Free School District Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 6, 2025

Re: Change Order No. Elev-1 ACL Construction Corp.

I respectfully request the Board of Education approve the attached change order request for ACL Construction Corp. relating to the Middle School elevator reconstruction. The change order is a deduct of \$10,000 for unused allowances for unforeseen conditions. The original contract was \$515,000 and after the deduct will be \$505,000.

If you have any questions or require additional information, please feel free to let me know.

CHANGE ORDER

AIA DOCUMENT G701

OWNER

SED No.: 58-09-02-02-0-002-015

ARCHITECT
CONTRACTOR
FIELD
OTHER

Westhampton Beach MS

PROJECT: Westhampton Beach UFSD
(name,address) 340 Mill Road
Westhampton Beach, NY 11978
CONTRACTOR: ACL Construction Corp.
(name,address) 30-A Gleam Street
West Babylon, NY 11704

CHANGE ORDER NUMBER: Elev-1
DATE: November 27, 2024
ARCHITECTS PROJECT NO.
CONTRACT DATE: 10/23/23
CONTRACT FOR: Contract No. 1 - Elevator Recon.

The Contract is changed as follows:

The contract amount shall be amended as follows:

- 1. An Allowance, in the amount of \$10,000.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner:

Deduct: \$10,000.00

Total Deduct: \$10,000.00

Not valid until signed by the Owner, Architect and Contractor.

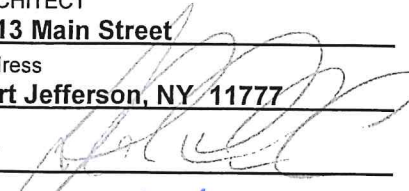
The original (Contract Sum) (Guaranteed Maximum Cost) was.....	\$515,000.00
Net change by previously authorized Change Orders.....	\$0.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....	\$515,000.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$10,000.00
The new (Contract Sum)(Guaranteed Maximum Cost) including this Change Order will be	\$505,000.00
The Contract Time will be (increased)(decreased)(unchanged) by	(0) days

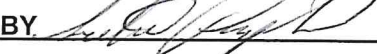
NOTE: The summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

John A. Grillo, P.C.
ARCHITECT
1213 Main Street
Address
Port Jefferson, NY 11777

ACL Construction Corp.
CONTRACTOR
30-A Gleam Street
Address
West Babylon, NY 11704

Westhampton Beach UFSD
OWNER
340 Mill Road
Address
Westhampton Beach, NY 11978

BY 
DATE 11/23/24

BY 
DATE 12/5/2024

BY _____
DATE _____

AIA CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

AIA DOCUMENT G701 CHANGE ORDER 1987 EDITION AIA 1987 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006



CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,
rev. 04/10
Page One

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234
Office of Facilities Planning, Room 1060 Education Building Annex
Tel. (518) 474-3906 Fax (518) 486-5918
www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED
Fill out all three parts completely.

Change Order Number:
ELEV-1

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

5	8	0	9	0	9	0	9	0	0	0	2	0	1	6
District BEDS Code					Building Identification Number					Project number				

District & Building Name

Westhampton Beach UFSD - Westhampton Beach MS

Type of Project

Reconstruction /Alteration Addition & Alteration New Building Other

Project Description

Contract No. 1 - Elevator Reconstruction

Architect / Engineer firm

John A. Grillo, Architect, PC 1213 Main Street, Port Jefferson, NY

name

address

Contact Person

John M. Grillo, Architect 631-476-2161 jmgrillo@jagarchitect.com

name & title

phone number & e-mail

Construction Manager firm

Park East Construction Corp. 266 East Jericho Turnpike, South Huntington, NY 11746

name

address

Contact Person

James Wojcik, President 631-549-9800 jwojcik@parkeastconstruction.com

name & title

phone number & e-mail

District Contact Person

Jacqueline Pirro, Asst. Supt. For Business 631-288-3800 jpirro@whbschools.org

name & title

phone number & e-mail

Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

The contract amount shall be amended as follows:

1. An Allowance, in the amount of \$10,000.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner: Deduct: \$10,000.00

Total Deduct: \$10,000.00

Requested By: Owner/Architect
Relationship to Project Scope: See above
Basis of Need: See above
Description of Work: See above

CHANGE ORDER CERTIFICATION

Part Three

1

Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

Date

Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

John A. Grillo, Architect, PC

Architectural / Engineering Firm Name

11/27/2024

Date

John M. Grillo

Signature and printed name of the Architect or Engineer

Westhampton Beach Union Free School District Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 6, 2025

Re: Change Order No. Elev-2 ACL Construction Corp.

I respectfully request the Board of Education approve the attached change order request for ACL Construction Corp. relating to the High School elevator reconstruction. The change order is a deduct of \$10,000 for unused allowances for unforeseen conditions. The contract sum prior to this change was \$505,000 and after the deduct will be \$495,000.

If you have any questions or require additional information, please feel free to let me know.

CHANGE ORDER

AIA DOCUMENT G701

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

SED No.: 58-09-02-02-0-004-023

Westhampton Beach HS

PROJECT: Westhampton Beach UFSD
(name,address) 340 Mill Road
Westhampton Beach, NY 11978
CONTRACTOR: ACL Construction Corp.
(name,address) 30-A Gleam Street
West Babylon, NY 11704

CHANGE ORDER NUMBER: Elev-2
DATE: November 27, 2024
ARCHITECTS PROJECT NO.
CONTRACT DATE: 10/23/23
CONTRACT FOR: Contract No. 1 - Elevator Recon.

The Contract is changed as follows:

The contract amount shall be amended as follows:

- 1. An Allowance, in the amount of \$10,000.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner:

Deduct: \$10,000.00

Total Deduct: \$10,000.00

Not valid until signed by the Owner, Architect and Contractor.

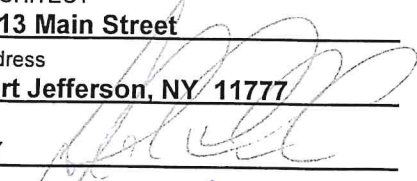
The original (Contract Sum) (Guaranteed Maximum Cost) was.....	\$515,000.00
Net change by previously authorized Change Orders.....	\$10,000.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....	\$505,000.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$10,000.00
The new (Contract Sum)(Guaranteed Maximum Cost) including this Change Order will be	\$495,000.00
The Contract Time will be (increased)(decreased)(unchanged) by	(0) days

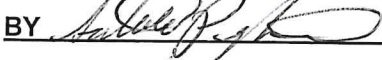
NOTE: The summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

John A. Grillo, P.C.
ARCHITECT
1213 Main Street
Address
Port Jefferson, NY 11777

ACL Construction Corp.
CONTRACTOR
30-A Gleam Street
Address
West Babylon, NY 11704

Westhampton Beach UFSD
OWNER
340 Mill Road
Address
Westhampton Beach, NY 11978

BY 
DATE 11/27/24

BY 
DATE 12/11/24

BY _____
DATE _____

AIA CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

AIA DOCUMENT G701 CHANGE ORDER 1987 EDITION AIA 1987 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006



CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,
rev. 04/10
Page One

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234
Office of Facilities Planning, Room 1060 Education Building Annex
Tel. (518) 474-3906 Fax (518) 486-5918
www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED
Fill out all three parts completely.

Change Order Number:
ELEV-2

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

5	8	0	9	0	9	0	9	0	0	0	4	0	2	3
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

 ←

District BEDS Code Building Identification Number Project number

District & Building Name Westhampton Beach UFSD - Westhampton Beach HS

Type of Project Reconstruction /Alteration Addition & Alteration New Building Other

Project Description Contract No. 1 - Elevator Reconstruction

Architect / Engineer firm John A. Grillo, Architect, PC 1213 Main Street, Port Jefferson, NY
name address

Contact Person John M. Grillo, Architect 631-476-2161 jmgrillo@jagarchitect.com
name & title phone number & e-mail

Construction Manager firm Park East Construction Corp. 266 East Jericho Turnpike, South Huntington, NY 11746
name address

Contact Person James Wojcik, President 631-549-9800 jwojcik@parkeastconstruction.com
name & title phone number & e-mail

District Contact Person Jacqueline Pirro, Asst. Supt. For Business 631-288-3800 jpirro@whbschools.org
name & title phone number & e-mail

Part Two

Provide the following information for each individual item in the change order:
(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

The contract amount shall be amended as follows:

1. An Allowance, in the amount of \$10,000.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner: Deduct: \$10,000.00

Total Deduct: \$10,000.00

Requested By: Owner/Architect
 Relationship to Project Scope: See above
 Basis of Need: See above
 Description of Work: See above

CHANGE ORDER CERTIFICATION

Part Three

1

Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

Date

Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

11/27/2024

Date

John A. Grillo, Architect, PC

Architectural / Engineering Firm Name

John M. Grillo

Signature and printed name of the Architect or Engineer

Teacher Center of the Western Hamptons
Instructor Contract



Instructor:

Name Emily Eich

Address 310 Greeley Avenue Sayville, NY 11782

Course: Course Title The Power of Language

Course Dates & Times: Course Dates & Times 10/9 - 11/6

Total Cost: \$1,200

Emily Eich *Emily Eich*

Course Instructor Name

Dariah Luciano

Dariah Luciano (TCWH Director)

Elizabeth T. Lanni-Hewitt (BOE President)

FIELD TRIPS AND EXCURSIONS EXHIBIT

REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

Please complete all information requested and attach supporting back-up information. This form must be submitted to the Office of Staff Services no later than two weeks prior to the Board of Education meeting at which the request will be considered.

1. Staff member(s) requesting the trip: Alexa Bennett-Rosman

2. Destination, education purpose of trip, and value to the students: UCA HS Nationals in Walt Disney World, Orlando, Florida. This trip allows the cheerleaders to represent Westhampton Beach on the most prestigious stage in the country.

3. Which students will participate:

- a. Number of students 110
- b. Grade levels 9-12
- c. Group(s) WHB varsity Cheerleading
- d. Name (if known) Roster attached

4. Method of Participant Selection: varsity cheerleading

5. Dates:

- a. Specify day(s) and date(s) 2/6/25 - 2/11/25
- b. Are these school days? 2/7/25, 2/10/25 & 2/11/25

6. Means of Transportation Mont School Bus to LGA & Return / American Airlines

Transportation Company Name: Montauk BUS / American Airlines

Approximate length of traveling time (one way) 1.5 hr to airport

3 hr flight

7. Chaperone(s): Alexa Bennett - Rosman
Brooke Heggers

8. Date of last participation for a similar trip: _____

9. COST FUNDING SOURCE

	COST	FUNDING SOURCE
Transportation	\$ 6677.10	Fundraising
Admission	\$ 20762.00	↓
Food	\$ 7416.00	
Lodging		
Participation Fees		
Other	\$ 2700	
TOTALS	\$ 37555.10	

Bundled

10. Accommodations will be at: WDW All star Resort

11. Arrangements for student(s) who cannot afford to pay: All fundraised

12. Organization sponsoring the program: WHB Varsity Cheerleading

13. Substitutes needed?: YES NO _____ How Many? 1

Dates Needed: 2/7/25, 2/10/25, 2/11/25

14. Other pertinent information: _____

15. Meeting date to be considered by the Board: 01/13/25

16. Signature of Teacher or Staff member in charge: Alexa Bennett - Mum

17. Signature of Principal recommending trip: Jessy Cohen

Date: 1/7/2025

Adoption date: November 19, 2001

First Name	Last Name	Birthday	Grade
Ariel	Alvarado	30-Aug-2010	9
Lana	Blowes	29-Sep-2007	12
Lily	Bonawandt	14-Oct-2008	10
Emily	Edwards	17-Nov-2008	11
Emily	Flynn	23-Oct-2008	11
Mariah	Gilliam	13-Jul-2010	9
Sophie	Krzywda	2-Feb-2009	10
Weronika	Mikucka	4-Jan-2009	10
Ingrid	Morato	22-Feb-2009	10
Alexa	Morrison	16-Dec-2008	10
Aryes	Saldierna	12-Feb-2010	9
Khloe	Salerno	23-Jul-2010	9
Kara	Salvaggio	16-May-2008	11
Katherine	Sattler	20-Jun-2009	10
Amelia	Singh	12-Dec-2008	10
Ava	Sommer	3-Oct-2009	10

2025 UCA National High School Cheerleading Championship Itinerary

Thursday 02/06/2025:

- Montauk Bus at 3:00pm to LGA
- Arrive at LGA 4:30pm
- Flight takes off at 7:25pm
- Arrive in Orlando 11:28pm
- Mears bus to Walt Disney World All Star Resort

Friday 02/07/2025

- Team breakfast at hotel food court
- Team practice / ESPN Arena Tour & Practice Time
- Team dinner at Rainforest Cafe Disney Springs
- Early to bed

Saturday 02/08/2025

- Team meals will be based upon competition time but three meals are provided per day. Meals will all be Disney property utilizing disney transportation to access if not in our hotel.
- Preliminary Round of Competition- This round determines moving on to Semi-Finals
- Will spend the majority of the day at ESPN Wide World of Sports.

Sunday 02/09/2025

- Team meals will be based upon competition time but three meals are provided per day. Meals will all be Disney property utilizing disney transportation to access if not in our hotel.
- Semi-Final Round of competition- This round determines moving on to Finals
- Will spend the majority of the day at ESPN Wide World of Sports.

Monday 02/10/2025

- Team meals will be based upon competition time but three meals are provided per day. Meals will all be Disney property utilizing disney transportation to access if not in our hotel.
- Finals Round of Competition
- Will spend the majority of the day at ESPN Wide World of Sports.

Tuesday 02/11/2025

- Check out of hotel at 11:00am
- Team Breakfast/Lunch at Disney Springs

- Mears Transportation pickup at Disney All Star Hotel at 2:05pm
- Arrive at MCO at 2:45pm
- Flight Take off at 5:28pm
- Arrive in LGA at 8:00pm
- Montauk Bus to Westhampton Beach High School

All transportation to and from competition venues is taken from the hotel and supplied by UCA/Disney



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 Fax: (631) 288-6509

William A. Fisher
Assistant Superintendent for Personnel and Instruction

Carolyn J. Probst, Ed.D.
Superintendent of Schools

TO: Carolyn J. Probst
FROM: William A. Fisher *WAF*
DATE: January 8, 2024
RE: Field Trip Request/NAFME All Eastern Conference, Hartford, CT,
April 24-27, 2025

Attached please find an overnight field trip request from Joshua Seifert to take one High School music student selected for the All Eastern Mixed Chorus to the NAFME All Eastern Conference in Hartford, Connecticut. The trip is scheduled for Thursday, April 24, 2025 through Sunday, April 27, 2025.

Please place on the Board of Education agenda for action.

WAF/lh



WESTHAMPTON BEACH PUBLIC SCHOOLS

REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: JOSH SEIFERT Date of Application: 1/7/25

Authorization is requested for this field trip at full expense to the School District.

Authorization is requested for transportation only.

PURPOSE: NAFME ALL EASTERN CONFERENCE

DESTINATION: HARTFORD, CT

DATE(S) OF EVENT: 4/24 - 4/27/25

TIME OF DEPARTURE: approx. 9AM on 4/24 TIME OF RETURN: approx. 8PM on 4/27

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: 1 HS STUDENT SELECTED FOR THE ALL EASTERN MIXED CHORUS (MIA PAZERA)

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus _____

List Additional Chaperones:

ANTICIPATED EXPENSES:* (Purchase Order must accompany this form) *(BREAKDOWN OF EXPENSES IS ON FORM 4531-E.3)*

Registration/Admission Fee:	\$ 950.00	<i>(\$700.00 all-inclusive fee for student \$250.00 conference fee for chaperone)</i>
If personal car: number of miles at ^{.67} .88 p/m	94.14	
Tolls: FERRY:	150.00	
LODGING (CHAPERONE)	613.00	
Meals:	150.00	

NO EXTRA PAY TOTAL \$ 1,957.14

APPROVAL ROUTE

1- Building Principal/Date _____ 2-Asst. Superintendent for Personnel & Instruction/Date _____ 3-Business Official/Date _____

- cc: 1) Personnel Office
- 2) Business Office
- 3) Building Principal
- 4) Teacher
- 5) Transportation

*RECEIPTS will be necessary to receive reimbursement of expenses. To avoid payment of tax (not reimbursable) request tax forms from the Business Office.

FIELD TRIPS AND EXCURSIONS EXHIBIT

REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

Please complete all information requested and attach supporting back-up information. This form must be submitted to the Office of Staff Services no later than two weeks prior to the Board of Education meeting at which the request will be considered.

1. Staff member(s) requesting the trip: JOSH SEIFERT

2. Destination, education purpose of trip, and value to the students: HARTFORD, CT) FOR NAFME ALL EASTERN CONFERENCE MIXED CHORUS; STUDENT WILL BE REHEARSING AND PERFORMING WITH THE HIGHEST LEVEL OF STUDENT-MUSICIANS FROM THIRTEEN STATES, FROM MAINE TO MARYLAND.

3. Which students will participate:

a. Number of students 1

b. Grade levels 12

c. Group(s) MIXED CHORUS

d. Name (if known) MIA PAZERA

4. Method of Participant Selection: PARTICIPATION IN NYSSMA ALL STATE MIXED CHORUS; SPRING 2024 NYSSMA ALL STATE SOLO AUDITION SCORE OF 98 OR HIGHER

5. Dates:

a. Specify day(s) and date(s) 4/24 - 4/27/25

b. Are these school days? YES (4/24 + 4/25)

6. Means of Transportation CAR (STUDENT WILL BE DRIVEN TO/FROM BY PARENTS)

Transportation Company Name: _____

Approximate length of traveling time (one way) 2 HOURS

7. Chaperone(s): JOSH SEIFERT

8. Date of last participation for a similar trip: APRIL 2023

9.

	COST		FUNDING SOURCE
	CHAPERONE	STUDENT	
Transportation (MILEAGE)	\$ 94.14		school district ↓ ✓
Admission	\$250.00		
Food	\$150.00		
Lodging	\$613.00		
Participation Fees		\$700.00	
Other (FERRY)	\$150.00		
TOTALS	\$1,957.14		

10. Accommodations will be at: COURTYARD HARTFORD CROMWELL - 4 SEBETH DR., CROMWELL, CT 06416 [STUDENT]
HARTFORD MARRIOTT DOWNTOWN - 200 COLUMBUS BLVD, HARTFORD, CT 06103 [CHAPERONE]

11. Arrangements for student(s) who cannot afford to pay: _____

12. Organization sponsoring the program: NAFME; CMEA

13. Substitutes needed?: YES NO How Many? 1
 Dates Needed: 4/24 + 4/25/25 (3rd and 8th periods)

14. Other pertinent information: _____

15. Meeting date to be considered by the Board: _____

16. Signature of Teacher or Staff member in charge: Joshua Seifert

17. Signature of Principal recommending trip: _____
 Date: _____

Festival Billing Invoice

CMEA Eastern Division Honors Ensemble

Invoice for: Laura Mara
New York
N/A
N/A, CT N/A

Total Amount Due: \$700.00
Payment Postmark Deadline: 1/29/2025
Make checks payable to CMEA

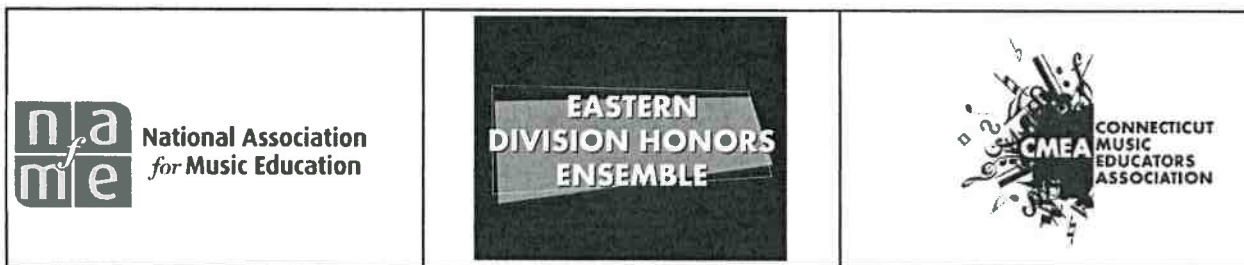
Mail payment to:
CMEA East Div Honors Ens
425 Main Street, 2nd Floor, Suite 1
Middletown, CT 06457

Band	Choir	Orchestra	Jazz	Modern Band
	Mia Pazera (Soprano)			
\$0.00	\$700.00	\$0.00	\$0.00	\$0.00

I hereby certify that these students attend this school and are eligible to participate in this event as described in CMEA student festival policy. **Total Amount Due: \$700.00**

Teacher's Name: Laura Mara

Teacher's Signature: 



National Association for Music Education

Eastern Division Honors Ensembles

STUDENT PACKET

Hosted by the Connecticut Music Educators Association

April 24-27, 2025

Hartford, Connecticut

Hannah E. Cole, Ensemble Chair

easterndivisionensembles@cmea.org

Visit cmea.org for more info!

December 2024

Dear 2024-25 NAFME Eastern Division Ensemble Student,

CONGRATULATIONS on being selected to participate in the 2024-25 NAFME Eastern Division Ensemble Festival hosted by the Connecticut Music Educators Association. You have worked incredibly hard to make it into your state's Music Educators Association All-State Ensemble, and that hard work has now earned you a spot at this festival. We are so excited to welcome you to Connecticut in April 2025.

This packet is meant to encompass ALL information needed for ALL students and families. **Please read this carefully with BOTH your music teacher AND parents/guardians.**

Thank you, and congratulations again.

Mrs. Cole

NAfME Eastern Division Ensemble Chair

Connecticut Music Educators Association

Easterndivisionensembles@cmea.org

HEADLINE ITEMS:

- The registration fee, medical form, and any other required documentation will be due immediately (hard deadline by January 29th) after notification of acceptance. The accepted student's music educator will complete this via CTFest. Information will be sent to music educators directly.
- **Student Housing**
 - BAND – Sheraton Bradley - 1 Bradley International Airport, Windsor Locks, CT 06096
 - JAZZ ENSEMBLE - Sheraton Bradley - 1 Bradley International Airport, Windsor Locks, CT 06096
 - MIXED CHORUS – Courtyard Hartford Cromwell - 4 Sebethe Dr, Cromwell, CT 06416
 - MODERN BAND - Courtyard Hartford Cromwell - 4 Sebethe Dr, Cromwell, CT 06416
 - ORCHESTRA – Sheraton Rocky Hill - 100 Capital Blvd, Rocky Hill, CT 06067
 - TREBLE CHORUS – Sheraton Rocky Hill - 100 Capital Blvd, Rocky Hill, CT 06067
- **Concerts**
 - Jazz Ensemble & Modern Band - Saturday, April 26, 2025 – 7 pm
 - Mixed Chorus and Treble Chorus - Sunday, April 27, 2025 - 11 am
 - Band and Orchestra - Sunday, April 27, 2025 - 1 pm
 - ALL concerts will take place at The Bushnell Performing Arts Center, 166 Capitol Avenue, Hartford, CT 06106
- Rehearsal schedules and other festival information like rehearsal tracks, welcome letters from conductors, and so on will be made available on CTFest for teachers to access and share with accepted students.
- **Check-In**
 - Thursday, April 24, 2025, between 1-1:45 pm
- ALL students MUST attend the student meeting at their rehearsal location starting at 2 pm on Thursday, April 24, 2025. Students will receive an ID tag and an updated rehearsal schedule upon arrival. Please wear this ID tag throughout the festival.
- Students are housed in rooms of two students with two beds per room. Room lists will be made available before the festival weekend.

- JAZZ AND MODERN BAND Check Out
 - Saturday, April 26, 2025, after the concert at The Bushnell Center for the Performing Arts
 - If this is needed, you will have the option to pick up your student on Sunday.
- BAND, MIXED CHOIR, ORCHESTRA, AND TREBLE CHOIR Check Out
 - Sunday, April 27, 2025, after the concert at The Bushnell Center for the Performing Arts

FEE PER STUDENT

\$700

Payments should be postmarked by January 29, 2025. Checks (school or personal) or credit card payments will be accepted. Checks should be payable to:

Connecticut Music Educators Association

425 Main Street, 2nd Floor, Suite 1

Middletown, CT 06457

LUGGAGE STORAGE AREAS

- Check-In
 - Luggage will be stored at the hotel rehearsal sites until students move to their rooms after rehearsal concludes on Thursday.
- Check-Out
 - Luggage will be stored at The Bushnell Center for Performing Arts when students arrive at the concert location.
 - Chaperones will monitor luggage throughout the concerts and help students pick up their luggage after the concert ends.

CONDUCTORS

Band: Dr. Travis J. Cross (University of California LA)

Jazz: Terrell Stafford (Trumpet Player and Jazz Educator, NY)

Mixed Chorus: Dr. Anton Armstrong (St. Olaf University)

Modern Band: Dr. Steve Holley (Association for Popular Music Educator Vice President)

Orchestra: Bruce Walker (Columbia Basin College)

Treble Chorus: Jessica Napoles (University of North Texas)

CONCERTS

- Jazz Ensemble & Modern Band - Saturday, April 26, 2025 – 7 pm
- Mixed Chorus and Treble Chorus - Sunday, April 27, 2025 – 11 am
- Band and Orchestra – Sunday, April 27, 2025 - 1 pm
- All concerts will take place at The Bushnell Performing Arts Center, 166 Capitol Avenue, Hartford, CT 06106

TICKETS

Tickets MUST be purchased online through Brushfire before the event. No tickets will be sold at the door. The link to ticket sales will be shared with music educators as soon as it is available. It will also be available on CMEA.org. Tickets are \$30 and include online ticketing fees.

HOUSING and REHEARSALS

- BAND – Sheraton Bradley - 1 Bradley International Airport, Windsor Locks, CT 06096
- JAZZ ENSEMBLE - Sheraton Bradley - 1 Bradley International Airport, Windsor Locks, CT 06096
- MIXED CHORUS – Courtyard Hartford Cromwell - 4 Sebethe Dr, Cromwell, CT 06416
- MODERN BAND - Courtyard Hartford Cromwell - 4 Sebethe Dr, Cromwell, CT 06416
- ORCHESTRA – Sheraton Rocky Hill - 100 Capital Blvd, Rocky Hill, CT 06067
- TREBLE CHORUS – Sheraton Rocky Hill - 100 Capital Blvd, Rocky Hill, CT 06067

REHEARSAL and CONCERT PROTOCOLS

- **No food or beverages** (other than water) are allowed in the rehearsal areas.
- Chewing gum is not permitted during rehearsals.
- Hats or hoods are not permitted during rehearsals.
- **The use of cell phones and headphones/earbuds during rehearsals or concerts is prohibited. If this rule is ignored, items will be collected and returned at the end of rehearsal or the concert.**
- **Food delivery & room service at the hotel is NOT permitted. Students who want snacks for after rehearsal/evening hours must bring them from home.**

HEALTH CONCERNS

- **FOOD ALLERGIES and HEALTH CONDITIONS** must be indicated in the student's Health information.
- There **WILL** be nurses onsite and available throughout the festival.

PERSONAL PROPERTY

- Students are fully responsible for keeping their personal items, including cell phones, other electronic devices, and money. Instruments will be secured overnight in rehearsal areas by hotel/security staff and/or brought to the student's room.

WHAT TO BRING

- *All students* must bring their
 - Festival music (preferably in a folder) and a pencil
 - INSTRUMENTAL STUDENTS should bring their instrument LABELED with their full name and contact information and a folding stand.
- *Percussionists* must bring sticks and mallets needed for their assignments. We strongly suggest students label personally owned sticks and mallets with their names or other distinguishing symbols. All other percussion instruments will be provided.
- Students who want snacks after rehearsal/evening hours must bring those from home.

Photos, CDs/DVDs

- All forms for ordering will be shared with music educators as soon as they are available, and they will also be available on CMEA.org. We will not be collecting forms ahead of time, but the vendors may be able to take orders on-site.
- A video recording of the concert will also be provided for all students participating.

CONCERT DRESS CODE

The NAFME Eastern Division Honor Ensemble Concert Dress Code does not conform to gender stereotypes.

Students will wear BLACK CLOTHING that they, their families, and directors deem appropriate.

OUR PRIORITY IS FOR ALL STUDENTS TO BE:

- Themselves
- Comfortable
- Present a unified color palette where music is the focus

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS:

- Black dresses
- Black trousers
- Black skirts/Black stockings
- Black-collared shirts
- Black socks
- Black dress shoes (Close-toed)

- Black jackets & suits

PLEASE AVOID:

- Sneakers
- Exposed legs
- Exposed shoulders
- Leggings as pants
- Athletic apparel
- Non-collared shirts
- White socks

**Directors who are aware of students needing access to concert clothing may contact the Eastern Division Chair at easterndivisionensembles@cmea.org*

STUDENT FESTIVAL RULES AND REGULATIONS

Students are expected to abide by all festival rules listed below. The consequences for not following these rules or other directions given by CMEA and NAFME staff may result in immediate dismissal from the festival.

1. Students may not operate a vehicle and drive to the festival or drive at any time during the festival.
2. All students must present themselves respectfully.
3. Students are not permitted to smoke at any time.
4. Students must stay in designated areas as specified by CMEA and NAFME staff in the hotel, concerts, and rehearsal areas at ALL TIMES.
5. CMEA-issued student identification must be worn at ALL TIMES.
6. Students must abide by the announced curfew times.
7. Students are only permitted in their own sleeping room.
8. Students are not allowed to have guests in their sleeping rooms or to congregate in the hallway outside of open-door rooms. Students may use public common areas to socialize before curfew.
9. Students incurring any expenses within a room due to phone calls, theft and/or damage, or other fees will be billed individually. If the individual(s) responsible cannot be determined, all individuals within the room will be billed.
10. All CMEA rules and local and federal laws are in effect for all CMEA activities. Use or possession of alcohol and/or non-prescription drugs are not permitted and are illegal. Students must follow the directions of their CMEA chaperone and NAFME and

CMEA event staff. If a student is found in violation of CMEA policies, the school will be notified, and the student will be dismissed from the festival. Parents will be responsible for picking up their children from the festival.

11. CMEA is not responsible for any lost or stolen items; students must always secure their belongings.
12. Students are not allowed to meet guests during the festival.
13. Students must be present for the entire event, from Thursday's registration to the end of the performance on Saturday or Sunday. **No exceptions will be made.**

Conditions:

1. Acceptance notification and music will be sent to the music educator only, not directly to each student. Notifications will be sent to the sponsor member director by December 15th. *Please note the registration fee per student will be \$700. This includes all meals daily and three nights of housing with two students per room. Transportation to and from Hartford, CT, is not included. The registration fee, medical form, and any other required documentation will be due immediately (hard deadline by January 29th) after notification of acceptance. Specific details will be sent to accepted students' music educators.

2. All-Eastern Honors Ensembles students must participate in all scheduled activities for the assigned group throughout the event (April 24-27, 2015). They will not be permitted to leave the All-Eastern Honors Ensembles locations for any purpose, including but not limited to other school activities, college auditions/visits, or visitations with guests. The only exception will be for a student who is a member of their school's performing ensemble if it is selected to perform at the NAFME Eastern Division Conference. In that case, with advance permission from the All-Eastern Ensemble Chair, they will be excused from rehearsal to participate in that performance. Transportation in such cases will be the school's responsibility. The student will not be excused for rehearsals or a sound check with their school, and they may not miss an All-Eastern Honors Ensemble Dress Rehearsal.

3. All students, including "local" students, must stay in the assigned commercial housing as arranged for their ensemble. No students will be allowed to drive to, from, or during the event.

4. Online auditions will determine the band and orchestra seating order before the festival. Specific details will be sent to accepted students' music educators.

Registration Fee:

The registration fee per student will be \$700. This includes meals, three nights of housing with two students per room, and other expenses (i.e., music, guest conductor costs, administrative expenses). Transportation to and from Hartford, CT, is not included. The registration fee, medical



form, and any other required documentation will be due immediately after notification of acceptance. Specific details will be sent to the accepted participants' sponsor NAFME director.

Transportation:

Each school ensemble director is to arrange student transportation with the cooperation and understanding of the student's parent/guardian, to arrive in Hartford, CT, on Thursday, April 24, 2025, and to leave from the concert site on Saturday, April 26 or Sunday, April 27, 2025, depending on when their concert is scheduled. Students are not permitted to drive to, from, or during the festival at any time. Jazz Ensemble and Modern Band members can leave after their performance on Saturday, April 26, 2025, if desired. This must be indicated to us at the time of acceptance so we can plan accordingly for hotel rooms.

Student Housing:

BAND – Sheraton Bradley - 1 Bradley International Airport, Windsor Locks, CT 06096

JAZZ ENSEMBLE - Sheraton Bradley - 1 Bradley International Airport, Windsor Locks, CT 06096

MIXED CHORUS – Courtyard Hartford Cromwell - 4 Sebethe Dr, Cromwell, CT 06416

MODERN BAND - Courtyard Hartford Cromwell - 4 Sebethe Dr, Cromwell, CT 06416

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Band and Orchestra - Sunday, April 27, 2025 - 1 pm

ALL concerts will take place at The Bushnell Performing Arts Center, 166 Capitol Avenue, Hartford, CT 06106

Ensemble Chair:

Hannah E. Cole, Connecticut Music Educators Association

Easterndivisionensembles@cmea.org

Connecticut Music Educators Association:

Julie Alberty, Executive Director

Executive@cmea.org

Danielle Abucewicz, President

President@cmea.org



Summary

58th NAFME Eastern Division In-Service Conference

**Connecticut Convention Center
100 Columbus Boulevard
Hartford, CT 06103**

Welcome to the 2025 NAFME Eastern Division Conference

We look forward to welcoming you to the CT Convention Center in Hartford, CT, April 24-26, 2025. As educators, we seek to advocate for, celebrate, and elevate our students through music education.

Join us for a wonderful three days of professional learning; over 140 sessions will be offered. You can also visit exhibitors from the music industry, learn about new products and music, and listen to the Performing Ensembles representing music programs from CT, DC, DE, EU, MA, MD, ME, NH, NJ, NY, PA, RI, VT, and beyond.

In addition to the conference, you can attend the All-Eastern Honors Ensemble Concerts on Saturday evening and Sunday afternoon. Tickets for those concerts are sold separately and will be on sale soon.

Questions? Email the Eastern Division Conference Chair at easterndivisionconference@cmea.org.

Registration Definitions

Full Registration = Admission for the entire conference.

One-Day Registration = Admission for any one day of the conference.

Registration Area Hours

Registration check-in is located in the main lobby of the Connecticut Convention Center.

Thursday, 4/24/25 10:30 AM - 4:30 PM

Friday, 4/25/25 7:15 AM - 4:30 PM

Saturday 4/26/25 7:15 AM - 4:00PM

College Undergraduate Students!

Join NAFME as a Collegiate for \$40, and then you may register for the conference for ONLY \$25!! (Join at www.nafme.org)

CONFERENCE PRICING

REGISTRATION TYPE	MEMBER	NON-MEMBER
Early Bird (Before March 1, 2025) Full Conference	\$250	\$350
Full Conference (After March 1, 2025)	\$275	\$375
One-Day Conference Registration	\$175	\$275
Retired Members	\$40	
Collegiate Members	\$40	

Personal Information

Fill out the information below, then click Next to continue.

Fwd: Reservation Confirmation #86439726 for Hartford Marriott Downtown

1 message

Jastbn <jastbn@icloud.com>
To: Joshua Seifert <seifertj@whbschools.org>

Mon, Jan 6, 2025 at 10:42 AM

Begin forwarded message:

From: Marriott Hotels & Resorts Reservations <reservations@res-marriott.com>
Date: Dec 19, 2024 at 6:03 PM
To: Jastbn <jastbn@icloud.com>
Subject: Reservation Confirmation #86439726 for Hartford Marriott Downtown

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



Hartford Marriott Downtown

📍 200 Columbus Blvd Hartford, Connecticut 06103-2807 USA ☎ +1-860-249-8000

Thank you for booking with us, Joshua Seifert.

Wonderful awaits.

Thu, Apr 24, 2025 – Sun, Apr 27, 2025

Confirmation Number: 86439726





Check-In: Thursday, April 24, 2025 04:00 PM

Check-Out: Sunday, April 27, 2025 11:00 AM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Visa

Total for Stay (all rooms) 617.55 USD

Room 1

Room Type > 1 King Bed, Guest Room

Guaranteed Requests:

Non-Smoking Room

[ALL REQUESTS >](#)

[Modify or Cancel Reservation](#)

Thursday, April 24, 2025 – Sunday, April 27, 2025

3 Nights at 179.00 USD per night per room

NAFME ATTENDEES

Taxes & Fees (per night per room)

Estimated Government Taxes & Fees 26.85 USD

Totals

Total for Stay (all rooms) 617.55 USD

Other Charges

Valet parking, fee: 25.00 USD daily

On-site parking, fee: 3.00 USD hourly, 19.00 USD daily

Parking fee is from check-in until 6pm on check-out day. Valet Parking located Behind the Hotel at back entrance.

Rate Details & Cancellation Policy

- A cancellation policy does apply. For more information, view the 'Cancellation Policy' link in your reservation on the Marriott website, contact the hotel or call Marriott Reservations.

Rate Guarantee Limitation(s)

- Changes in taxes or fees implemented after booking will affect the total room price.

Additional Information

- Upon check-in an authorization request will be placed on your credit or debit card (where accepted) in an amount equal to the cost of the room, tax and incidental charges for the length of your stay (up to seven nights). If your stay exceeds seven nights, an additional authorization may be requested for the entire amount of your stay (room, tax and incidentals). Upon check-out, your payment card will be charged for the actual amount incurred during your stay.

Contact Us

Phone Numbers

Call 1-800-228-9290 in the US and Canada

For everywhere else, call our Worldwide Telephone Numbers

FREQUENTLY ASKED QUESTIONS >



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[About Us](#)

[Find a Hotel](#)

Contact Us

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our [Internet Customer Care](#) team is available to assist you 24 hours per day, 7 days per week.

Confirmation Authenticity

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.

Email Unsubscribe

You may opt out of promotional emails at any time [here](#). Each email also includes a link to unsubscribe. Please note: should you unsubscribe, you will continue to receive emails such as reservation confirmations, hotel stay receipts and changes to program terms and conditions.



NYSSMA[®]

A State Unit of **NAfME**, National Association for Music Education

All-Eastern Information

August, 2024

Dear Colleague,

Congratulations on your student(s) being named a NYSSMA All-State Musician and/or All-State Alternate.

Whether they have been assigned to an All-State ensemble, or selected as an Alternate, they are now eligible to apply for acceptance to a NAfME All-Eastern Honors Ensemble. Here are some things to note about the application process:

- All-Eastern will be held in Hartford, Connecticut, April 24-27, 2025.
- You and your student must complete the on-line application together. They cannot do this without you!
- Please note that there is a \$20.00 application fee. All schools will handle this differently. Please discuss the best way to proceed with your school administration before beginning an application. Payment may only be made by credit card.
- The NAfME All-Eastern Conference and Honors Ensembles are not run by NYSSMA. Our friends at the Connecticut Music Educators Association are hosting and organizing the April 2025 Eastern Division Conference.

Below are links to the applications and instructions. Please take the time to read them carefully. Included with them are eligibility requirements, application procedures, and all the information you will need regarding dates, times and locations. Remember, students cannot do this on their own; they must complete the application with you.

Please accept my congratulations once again on the outstanding accomplishments of your students.

With very best wishes,

**All-Eastern Band, Orchestra, Chorus and Jazz
Application and Instructions:**



**All-Eastern Modern Band Application
and Instructions:**



Applications can also be found at www.cmea.org

Edmund A. Chiarello, NYSSMA President, 1430 Briard Street, Wantagh, NY 11793

president@nyssma.org

2025 NAfME Eastern Division All-Eastern Honor Ensemble Announcement

6 messages

Hannah Cole <easterndivisionensembles@cmea.org>
To: Josh Seifert <seifertj@whbschools.org>

Sun, Dec 15, 2024 at 9:44 AM

[View in browser](#)



Dear 2025 NAfME Eastern Division Ensemble Applicant,

THANK YOU to ALL students who applied. CMEA received over two thousand applications for the 2025 All-Eastern Honors Ensemble Festival. Congratulations to the following students for being accepted into the 2025 Eastern Division All-Eastern Honors Festival.

[CLICK HERE](#) to be taken to the ensemble rosters.

Accepted students, CMEA will be reaching out to your music educator with:

- Registration information to accept your spot and information regarding payment.
- Health forms to be filled out by parents/guardians.
- Music and welcome information from the conductors and ensemble chairs.
- Information about ensemble seating for all wind and string players.

Additionally, notifications will be sent to students who may have been selected as alternates for smaller ensembles (Modern Band and Jazz Band) and wind players in the orchestra. Due to the nature of those ensembles, all members are needed so we must assign alternates if illness or an emergency arises.

Music Educators, the call for chaperones is STILL OPEN! [CLICK HERE](#) to be get more information and sign up by December 22nd.

Thank you,

Hannah E. Cole
Eastern Division Ensemble Chair
Connecticut Music Educators Association
easterndivisionensembles@cmea.org

If you no longer want to receive emails from Hannah Cole, please choose to Opt Out. To no longer receive future emails for this project, please choose to Unsubscribe.

[Unsubscribe](#) | [Opt Out](#)

Hannah Cole <easterndivisionensembles@cmea.org>
To: Josh Seifert <seifertj@whbschools.org>

Sun, Dec 15, 2024 at 9:46 AM

[Quoted text hidden]

Hannah Cole <easterndivisionensembles@cmea.org>
To: Josh Seifert <seifertj@whbschools.org>

Sun, Dec 15, 2024 at 9:48 AM

[Quoted text hidden]

Hannah Cole <easterndivisionensembles@cmea.org>
To: Josh Seifert <seifertj@whbschools.org>

Sun, Dec 15, 2024 at 10:53 AM

[Quoted text hidden]

Hannah Cole <easterndivisionensembles@cmea.org>
To: Josh Seifert <seifertj@whbschools.org>

Sun, Dec 15, 2024 at 11:07 AM

[Quoted text hidden]

Hannah Cole <easterndivisionensembles@cmea.org>
To: Josh Seifert <seifertj@whbschools.org>

Sun, Dec 15, 2024 at 11:47 AM

[Quoted text hidden]

Soprano I				Soprano II				Alto I			
LAST	FIRST	STATE	LAST	FIRST	STATE	LAST	FIRST	STATE	LAST	FIRST	
Albert	Makayla	New Jersey	Behr	Jasmine	New York	Alvarez	Sophia	New York	Alvarez	Sophia	
Carney	Naomi	New Hampshire	Bhattiprolu	Srinitya	New Jersey	Backman	Mabel	New Jersey	Backman	Mabel	
Chavolla-Ramirez	Anna	Pennsylvania	Callis	Clarissa	Maryland	Bikhman	Nina	Maryland	Bikhman	Nina	
Davidson	Helena	New York	Dodson	Hadley	Maryland	Campbell	Charlotte	Maryland	Campbell	Charlotte	
Day	Caitlyn	Massachusetts	Enright	Dylen	Delaware	Cho	Clare	Delaware	Cho	Clare	
Deo	Sara	New Jersey	Graham	Lily	New York	Cianton	Ashlynn	New York	Cianton	Ashlynn	
Ecker	Sophia	Maryland	Hamlin	Alexis	New Jersey	Cotroneo	Charlotte	New Jersey	Cotroneo	Charlotte	
Fetterly	Angelina	New York	Hsu	Jocelyn	New York	Egge	Anaya	New York	Egge	Anaya	
Garcia-Ramirez	Citlalli	Maryland	Karwoski	Harmony	Pennsylvania	Gosavi	Sharvi	Pennsylvania	Gosavi	Sharvi	
Garnett	Shilo	New Jersey	Kelman	Rebecca	Rhode Island	Gottfried	Zamirah	Rhode Island	Gottfried	Zamirah	
Hayashida	Tessa	Maine	Mongirdas	Kady	Connecticut	Hines	Emory	Connecticut	Hines	Emory	
Kauffman	Brooke	Pennsylvania	Mraz	Liliana	Connecticut	McNulty	Erin	Connecticut	McNulty	Erin	
King	Margaret	Massachusetts	Nastase	Solana	Pennsylvania	Nowrangi	Mischa	Pennsylvania	Nowrangi	Mischa	
Kook	Yeon-woo	Connecticut	Pazera	Mia	New York	Piechota	Jenna	New York	Piechota	Jenna	
Lattimer	Alison	New York	Perrine	Carly	New Jersey	Pophali	Anushka	New Jersey	Pophali	Anushka	
Lodge	Molly	Massachusetts	Retzlaff	Ashley	New York	Rosales	Rachel	New York	Rosales	Rachel	
Marino	Olivia	New Jersey	Sanborn	Ginger	New York	Rutherford	Skylar	New York	Rutherford	Skylar	
Mason	Kim	New Jersey	Shende	Reva	Maine	Santo	Cadence	Maine	Santo	Cadence	
Miles	Rory	New York	Shin	Claire	Maryland	Sinha	Aanya	Maryland	Sinha	Aanya	
Remeika	Mia	Rhode Island	Sigmon	Julia	Maryland	Stigi	Lauren	Maryland	Stigi	Lauren	
Rusotto	Phoebe	Connecticut	Wang	Chara	New Jersey	Stringham	Hallie	New Jersey	Stringham	Hallie	
Schneider	Savannah	Pennsylvania	Wang	Yaxuan	New Jersey	Tatti	Saanvi	New Jersey	Tatti	Saanvi	
Shaver	Elizabeth	New York	Wascura	Madelynn	Pennsylvania	Teehan-Donnelly	Lara	Pennsylvania	Teehan-Donnelly	Lara	
Towne	Allyson	Massachusetts	Wetcher	Persephone	New Jersey	Wu	Ava	New Jersey	Wu	Ava	
Vasquez	Jenna	New York	Yasinov	Lisa	New York	Zhang	Xiwen	New York	Zhang	Xiwen	

Tenor I				Tenor II				Bass I			
LAST	FIRST	STATE	LAST	FIRST	STATE	LAST	FIRST	STATE	LAST	FIRST	
Amdur	Zachary	New York	Beckwith	Samuel	Massachusetts	Anderson	Cameron	Massachusetts	Anderson	Cameron	
Balbale	Adam	Massachusetts	Benjamin	Chase	Rhode Island	Bandla	Miles	Rhode Island	Bandla	Miles	

Request To Attend Conference

Use this form to submit a request for prior approval to attend an out of district activity/conference/event.

General Info

User	Joshua Seifert
Building	Westhampton Beach High School
Department	Music
Submitted	1/7/2025 8:28 am
Dates	4/24/2025 to 4/27/2025
Reference ID	D10438-A0-L132137345

Conference/Activity Information

Activity Title	NAfME All Eastern Conference
Description	Biennial music conference that represents thirteen states, offering a variety of content area-specific clinics and performances, culminating in a series of All Eastern ensemble performances.
Website for Description	https://cmea.org/professional-resources/cmea-org-easterndivision2025/
Purpose for Attending	Chaperone a WHBHS music student who is attending the Conference as a member of a NAfME All Eastern performing group.

Dates

StartDate (mm/dd/yy)	4/24/2025
End Date (mm/dd/yy)	4/27/2025
Meeting Dates/Times	All day 4/24 - 4/26; until approx. 1:00 PM on 4/27
Destination	Hartford, CT

Sub Information

Sub Required	Yes
Dates/Times for Sub	4/24 and 4/25; HS; 3rd and 8th periods

Provider/Sponsor of Conference

Provider	
Other Provider	NAfME (National Association for Music Education); CMEA (Connecticut Music Educators Association)

Anticipated Expenses

Registration/Admission Fee	250.00
Estimated Lodging	613.00
Estimated Meals	150.00
Mileage (\$0.65/mi)	94.14
Tolls	0.00
Other	150.00
If other, please explain	Ferry to/from Port Jefferson

Payment

Payment Type	District pays directly via a Purchase Order
--------------	---

Purchase Oder (optional)

PO Issued to (Name:)
Address:

Required by (date)

Amount \$

Hours (if applicable)

Hours 0.00

Goal(s) and Objective(s)

Select At Least One District Objective

Goal : Instructional Improvement / Best Practice
✓ Music/Art Standards-Based Instruction and Assessment

Purpose(s)

Select a Purpose(s) ✓ District Requirement

Comments

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
Herr, Christopher	PRIOR	PENDING	
Fisher, William	PRIOR		
Probst, Carolyn	PRIOR		
Pirro, Jacqueline	PRIOR		
Pirro, Jacqueline	FINAL		

Expenses

Description	Requested	Approved	Final
Registration Fee	\$250.00	-----	-----
Transportation	\$94.14	-----	-----
Tolls	\$0.00	-----	-----
Meals	\$150.00	-----	-----
Lodging	\$613.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Other Expense 2	\$150.00	-----	-----
Other Expense 3	\$0.00	-----	-----
Totals	\$1,257.14		

WESTHAMPTON BEACH SCHOOL DISTRICT PERSONNEL ACTION REPORT

SCHEDULE - A (Certified Staff)
SCHEDULE - B (Civil Service)
SCHEDULE - C (Co-Curricular Appointments)

January 13, 2025

A - CERTIFIED STAFF

THE SUPERINTENDENT OF SCHOOLS RECOMMENDS ACCEPTANCE OF THE FOLLOWING IN ACCORDANCE WITH THE PROVISIONS OF EDUCATION LAW:

1. Temporary Employment

NAME	POSITION	SALARY	EFFECTIVE DATES
Diana Cosajay	ES Art Leave Replacement Teacher	Step 1, MA, \$61,409 (prorated)	1/27/25 - 6/27/25

2. Appointment of Substitutes

2.1 The following are appointed, conditioned upon fingerprint clearance, as Substitute Teachers for the 2024-2025 school year at the Rate approved by the Board of Education at its Organizational Meeting:

NAME	POSITION	RATE OF PAY
Diana Cosajay	Certified Per Diem Substitute	\$140/Day (1/21/25-1/24/25)

Date Submitted to the Board of Education: _____

B - CIVIL SERVICE STAFF

IN ACCORDANCE WITH THE PROVISIONS OF THE CIVIL SERVICE LAW, THE SUPERINTENDENT RECOMMENDS ACCEPTANCE OF THE FOLLOWING:

1. Appointment

NAME	POSITION	SALARY	EFFECTIVE DATES
Michael Irish	HS Custodial Worker I	\$43,748 (prorated)	1/14/25

2. Resignation/Termination/Leave of Absence/Retirement/Excessed

NAME	POSITION	EFFECTIVE DATE	REASON
Chloe Franza	MS Teacher Aide	1/10/25	Resignation

Date Submitted to the Board of Education: _____

C - CO-CURRICULAR APPOINTMENTS

**The Superintendent of Schools Recommends Appointment of the Following
2024-2025 District-Wide Staff**

NAME	POSITION	RATE OF PAY
Kaleigh Locke	ES Winter Recreation Staff	\$540
Taryn Brown	ES Winter Recreation Staff	\$960
Alfred Musumeci	ES Winter Recreation Staff	\$960
Gabriella Thomasch	ES Winter Recreation Staff	\$480
Jennifer Cucinotta	ES Winter Recreation Staff	\$480
Lauren Gomez	ES Winter Recreation Staff	\$480
Kimberly Mercready	ES Winter Recreation Staff	\$240
Kerrienne Beaver	ES Winter Recreation Staff	\$480
Thomas O'Leary	ES Winter Recreation Staff	\$240
Jennifer Kulesa Kast	ES Winter Recreation Staff	\$240
Mary Milano	ES Winter Recreation Staff	\$240
TBD	ES Winter Recreation Staff	\$720

Date Submitted to the Board of Education: _____

**The Superintendent of Schools Recommends Appointment of the Following
2024-2025 Coaching Staff**

NAME	SCHOOL	SPORT	SALARY
Natalie Badolato	High School	Girls Lacrosse - Varsity Assistant	\$6,257.11
Douglas Els	Middle School	Wrestling	\$4,193.37

Date Submitted to the Board of Education: _____

SEXUAL HARASSMENT REGULATION

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment on the basis of sex, gender and/or sexual orientation in furtherance of the district's commitment to provide a healthy and productive environment for all students, employees and "non-employees" (i.e., contractors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract, or their employees) that promotes respect, dignity and equality.

Sexual Harassment Defined

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

"Gender-based harassment" means verbal, non-verbal or physical aggression, intimidation or hostility that is based on actual or perceived gender identity or expression.

Sexual or gender-based harassment occurs when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's or "non-employee's" employment or a student's education (including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's or "non-employee's" employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's or "non-employee's" work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

Unacceptable Conduct

School-related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law;
2. unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc.;
3. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc;
5. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual orientation, gender identity or expression;
6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;
7. unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies" or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirt, blouse, or dress, etc.;
8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions;
9. clothing with sexually obscene or sexually explicit slogans or messages;
10. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
11. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
12. any unwelcome behavior based on sexual stereotypes and attitudes that is offensive, degrading, intimidating, or demeaning, including, but not limited to:

- a. disparaging remarks, slurs, jokes about or aggression toward an individual because the person displays mannerisms or a style of dress inconsistent with stereotypical characteristics of the person's sex;

- b. ostracizing or refusing to participate in group activities with an individual during class projects, physical education classes or field trips because of the individual's sex, gender expression or gender identity;
- c. taunting or teasing an individual because they are participating in an activity not typically associated with the individual's sex or gender

For purposes of this regulation, action or conduct shall be considered "unwelcome" if the student, employee or non-employee did not request or invite it and regarded the conduct as undesirable or offensive. In addition, in the remainder of this regulation, the term sexual harassment will refer to both sexual and gender-based harassment.

Determining if Prohibited Conduct is Sexual Harassment

Complaints of sexual harassment will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the above definition of sexual harassment and should therefore be treated as sexual harassment. Not all unacceptable conduct with sexual connotations may constitute sexual harassment. In many cases (other than quid pro quo situations where the alleged harasser offers academic or employment rewards or threatens punishment as an inducement for sexual favors), unacceptable behavior must be sufficiently severe, pervasive and objectively offensive to be considered sexual harassment. If the behavior doesn't rise to the level of sexual harassment, but is found to be objectionable behavior, the individual will be educated and counseled in order to prevent the behavior from continuing.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, the individual investigating the complaint should consider:

1. the degree to which the conduct affected the ability of the student to participate in or benefit from his or her education or altered the conditions of the student's learning environment or altered the conditions of the employee's or "non-employee's" working environment;
2. the type, frequency and duration of the conduct;
3. the identity of and relationship between the alleged harasser and the subject of the harassment (e.g., sexually based conduct by an authority figure is more likely to create a hostile environment than similar conduct by another student or a co-worker);
4. the number of individuals involved;
5. the age and sex of the alleged harasser and the subject of the harassment;
6. the location of the incidents and context in which they occurred;
7. other incidents at the school; and
8. incidents of gender-based, but non-sexual harassment.

Reporting Complaints

Any person who believes he or she has been the target of sexual harassment by a student, district employee, “non-employee” or third party related to the school is required to report complaints as soon as possible after the incident in order to enable the district to effectively investigate and resolve the complaint. Targets are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with the Sexual Harassment Compliance Officer.

Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the Sexual Harassment Compliance Officer. School employees receiving complaints of sexual harassment from “non-employees” shall direct the complainant to the Building Principal.

In order to assist investigators, targets should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times, places it has occurred; name of harasser(s); witnesses to the harassment; and the target's response to the harassment.

Confidentiality

It is district policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the harassment and preventing the harassment of other students, employees or “non-employees.”

Investigation and Resolution Procedure

A. Initial (Building-level) Procedure

The Sexual Harassment Compliance Officer shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the Sexual Harassment Compliance Officer should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

As soon as possible but no later than three working days following receipt of a complaint, the Sexual Harassment Compliance Officer should begin an investigation of the complaint according to the following steps:

1. Interview the target and document the conversation. Instruct the target to have no contact or communication regarding the complaint with the alleged harasser. Ask the target specifically what action he/she wants taken in order to resolve the complaint. Refer the target, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.

2. Review any written documentation of the harassment prepared by the target. If the target has not prepared written documentation, instruct the target to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the target and to not retaliate against the target. Warn the alleged harasser that if he/she makes contact with or retaliates against the target, he/she will be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:
 - a. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
 - b. suggesting counseling and/or sensitivity training;
 - c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
 - d. requesting a letter of apology to the complainant;
 - e. writing letters of caution or reprimand; and/or
 - f. separating the parties.
8. Parent/Student/Employee/"Non-Employee" Involvement and Notification
 - a. Parents of student targets and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
 - b. The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
 - c. If either the target or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures required for persons with disabilities under state and federal law shall be followed.
 - d. The Sexual Harassment Compliance Officer shall submit a copy of all investigation and interview documentation to the Superintendent.

- e. The investigator shall report back to both the target and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the target to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
- f. The investigator shall notify the target that if he/she desires further investigation and action, he/she may request a district level investigation by contacting the Superintendent of Schools. The investigator shall also notify the target of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the Superintendent, who shall then take prompt disciplinary action in accordance with district policy, the applicable collective bargaining agreement or state law.

If a complaint received by the Sexual Harassment Compliance Officer contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the Superintendent. In addition, where the Sexual Harassment Compliance Officer has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a district employee, the accused employee shall be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

Any party who is not satisfied with the outcome of the initial investigation by the Sexual Harassment Compliance Officer may request a district-level investigation by submitting a written complaint to the Superintendent within 30 days.

B. District-level Procedure

The Superintendent shall promptly investigate and resolve all sexual harassment complaints that are referred to him/her by a Sexual Harassment Compliance Officer, as well as those appealed to the Superintendent following an initial investigation by a Sexual Harassment Compliance Officer. In the event the complaint of sexual harassment involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to a trained investigator not employed by the district for investigation.

The district level investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal district level investigation, the district will use investigators who have received formal training in sexual harassment investigation or that have previous experience investigating sexual harassment complaints.

If a district investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment. Where appropriate, district investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

No later than 30 days following receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the target and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The target and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. In addition, targets have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights.

Employee targets also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court. No district contract or collective bargaining agreement may include a binding arbitration clause for sexual harassment requiring arbitration before bringing the matter to a court.

The district may include nondisclosure agreements (to not disclose the underlying facts and circumstances of a sexual harassment complaint) in any sexual harassment settlement agreement or resolution only if it is the complainant's preference. Any such nondisclosure agreement shall be provided to all parties. Complainants shall have twenty-one days to consider any such nondisclosure provision before it is signed by all parties, and shall have seven days to revoke the agreement after signing. Nondisclosure agreements shall only become effective after this seven-day period has passed.

Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action. Disciplinary measures available to school authorities include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the student conduct and discipline policy and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.

“Non-employees” (i.e., contractors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract, or their employees): Penalties may range from a warning up to and including loss of district business.

Other individuals: Penalties may range from a warning up to and including denial of future access to school property.

False Complaints

False or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant.

Training

All students and employees shall be informed of this policy in student and employee handbooks, on the district website and student registration materials. A poster summarizing the policy shall also be posted in a prominent location at each school. All secondary school student body officers shall receive district training about the policy at the beginning of each school year.

In addition, age-appropriate curricular materials will be made available so that it can be incorporated in instruction K-12 to ensure that all students are educated to recognize and report sexual harassment.

All new employees shall receive information about this policy and regulation at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and the district's commitment to a harassment-free learning and working environment. The Sexual Harassment Compliance Officer and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy, regulation and related legal developments.

Annual employee training programs shall include: (i) an explanation of sexual harassment consistent with guidance issued by the NYS Department of Labor and the NYS Division of Human Rights; (ii) examples of conduct that is unlawful sexual harassment; (iii) information on federal and state laws about sexual harassment and remedies available to victims of sexual harassment; and (iv) information concerning employees' right to make complaints and all available forums for investigating complaints.

Principals in each school and program directors shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the target.

Adoption date: January 11, 2010
Revision adopted: June 18, 2012
Revision adopted: October 1, 2018

SEXUAL HARASSMENT EXHIBIT

Complaint Form For Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for targets to report alleged incidents of sexual harassment. This form is intended to be used by both students and employees.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form to the best of your ability and submit it to the Assistant Superintendent for Personnel. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the district should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form. For additional resources, visit: <http://www.ny.gov/programs/combatting-sexual-harassment-workplace>

YOUR INFORMATION (for all persons making a complaint)

Your Name: _____

Name of student (for parents/guardians): _____

Home Address: _____

Home or Cell Phone: _____

Email: _____

School (for students): _____

Grade/Class (for students): _____

Work Address (for employees): _____

Work Phone (for parents/guardians/employees): _____

Job Title (for employees): _____

Preferred Communication Method (please select one): phone email mail in person

SUPERVISOR INFORMATION (for employees)

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____

Work Address: _____

1. Your complaint of Sexual Harassment is made against:

Name: _____

Job Title (if an employee): _____

Grade/Class (if a student): _____

School Address/Work Location (if known): _____

Phone (if known): _____

Relationship to you (please circle one below):

(for employees)

Supervisor / Subordinate / Co-Worker / Student / Other: _____

(for students)

Teacher / Other staff member / Other student / Other: _____

(Please use additional sheets of paper if the complaint is against multiple people.)

2. Please describe what happened and how it is affecting you and your work or education. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) and location(s) sexual harassment occurred: _____

Is the sexual harassment continuing? ___ Yes ___ No

4. Please list the name and contact information (if known) of any witnesses or individuals who may have information related to your complaint:

The following question is optional, but may help the district's investigation.

5. Have you previously complained about or provided information (verbal or written) about sexual harassment or related incidents to the district? Yes No

If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Print Name: _____

Signature: _____

Date: _____

Instructions for the District

If you receive a complaint about alleged sexual harassment, you must follow the district's sexual harassment prevention policy by investigating the allegations through actions including:

- Speaking with the complainant
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document findings of the investigation and basis for your decision along with any corrective actions taken, and notify the complainant (if the complainant is a student, also notify the parent/guardian) and the individual(s) against whom the complaint was made. This may be done via email.

Adoption date:

SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations, to be adopted by the board, ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. Such regulations ~~will~~ address ensuring applicable confidentiality and security of District information, including the protection of student and teacher/principal personally identifiable information in conformance with state Education Law §2-d and regulations 8 NYCRR Part 121. The Superintendent ~~will~~ designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the ~~Records~~ Retention and Disposition Schedule ~~for New York Local Government Records (LGS-1)~~ issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The manner of destruction will be determined by the format of the record (i.e., paper, digital, etc.). In addition, destruction will be appropriately documented.

Employee Notification of Disciplinary Record Request

As required by Public Officers Law §87, the district will notify current and former employees in writing that the district has responded to a Freedom of Information Law request for their disciplinary records within 5 working days after the district provides information in response to the request. For former employees, the district will send notification to the last known address or email address, and if current contact information cannot be found, the district will document its attempts.

For purposes of this policy, the district defines “disciplinary records” as any record created in furtherance of a disciplinary proceeding (i.e., any investigation and subsequent hearing or disciplinary action conducted by the district), including but not limited to:

1. The complaints, allegations, and charges against an employee;
2. The name of the employee complained of or charged;
3. The transcript of any disciplinary hearing, including any exhibits introduced at such hearing;
4. The disposition of any disciplinary proceeding; and
5. The final written opinion or memorandum supporting the disposition and discipline imposed including the district’s complete factual findings and its analysis of the conduct and appropriate discipline of the employee.

Litigation-Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

The Superintendent or his/her designee, with the assistance from the Records Management Officer, ~~is~~ shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Cross-ref: 5500, Student Records
 8630, Computer Resources and Data Management
 8635, Information and Data Privacy, Security, Breach and Notification

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)
 Education Law §§2-d; 2116
 Arts and Cultural Affairs Law §57.11
 Arts and Cultural Affairs Law Article 57-A (Local Government Records Law), ~~Article 57-A~~
 Federal Rules of Civil Procedure, 16, 26
 8 NYCRR ~~Part~~ §185.15 (8 NYCRR Appendix L) - Records Retention and Disposition
 Schedule LGS-1 for New York Local Government Records; Part 121
 21 NYCRR Part 1401
 NYS Department of State, Committee on Open Government, Advisory Opinions
 OML-AO-#19867 (9/16/24)

Adoption date: September 24, 2001
 Revision adopted: December 15, 2008
 Revision adopted: March 21, 2016

POLICY DISSEMINATION

The Board of Education recognizes the need for widespread familiarity with district policies and regulations, and therefore directs the Superintendent of Schools to implement the following:

1. maintain an updated policy manual that includes appropriate administrative regulations and takes precedence over all previous manuals, and be responsible for its presence at all Board meetings;
2. familiarize ~~issue to~~ each Board member, for the duration of his/her term, with appropriate online location of a ~~complete and~~ updated policy manual ~~in an appropriate binder~~;
3. ensure that personnel are familiar with Board policies and administrative regulations which affect them, directly or indirectly;
4. disseminate Board policies and manuals to all concerned, as he/she deems appropriate and/or necessary; and
5. place a copy of the Board policy manual in the district offices ~~and,~~ on the district's website, ~~and other central locations including the Westhampton Free Library~~ to ensure that district policies are available to the public.

~~All manuals distributed to anyone will remain the property of the Board and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They shall be subject to recall at any time for updating.~~

Adoption date: September 24, 2001

Revision adopted: June 6, 2005

POLICY REVIEW AND EVALUATION

The Board of Education will evaluate the effect of its policies and the manner in which they have been implemented by the ~~District~~administration. In such evaluation, the Board may call upon staff, students and community participation.

The Board directs the Superintendent of Schools to bring to its attention any policy areas in need of revision or new development. The Board shall review its policies on a continuing basis so that they may be used consistently as an up-to-date source for Board of Education action and administrative decision. The Board shall note those policies which must be reviewed even more frequently (e.g., student conduct and discipline, investments and purchasing, which must be reviewed annually).

Board policy may be revised as outlined in Policy 2410, Formulation, Adoption and Amendment of Policy. Each Board member has access to all current policies through the policy manual on the district website. ~~The District Clerk at the Reorganizational Meeting, or as soon as practicable after the Reorganizational Meeting, will provide each Board member with an updated policy manual on compact disk.~~

Cross-ref: 2410, Formulation, Adoption and Amendment of Policies

Ref: General Municipal Law, §§39; 104-b
8 NYCRR §100.2(1)(2)

Adoption date: September 24, 2001

Revision adopted: July 10, 2006

POLICY MANUAL ACCURACY CHECK

The Superintendent of Schools will call to the Board of Education's attention all policies that are out of date or for other reason appear to need revision.

The Superintendent will ~~recall all policy manuals~~ review policies periodically for purposes of administrative updating and Board review.

Adoption date: September 24, 2001